

Resume

Raman Kumar Thakur

Address: House No. 269, Near NHPC Chowk, Santosh Nagar, Faridabad, Haryana - 121003

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OBJECTIVE: To attain a challenging position in a firm so as to use and enhance my knowledge for the benefit of the company.

EXPERIENCE

Current - Organization – White Cloud Sourcing (Business Process Outsourcing Organization)

Period – Jun'21 – Till Date

Designation – Accounts Executive

Roles & Responsibilities (P2P Profile)

- Process AP invoices in system with proper approval & supporting
- Process all the invoices with TDS & GST compliance
- Responsible to park accounting entries (AP) if entries are above threshold limits.
- Prepare vendor reconciliations on monthly basis
- Handle all the external & internal queries on daily basis
- Prepare & post recurring entries in SAP.
- Prepare & post multiple cost accruals & ensure that accruals will be reverse on time in SAP.
- Prepare journal entry tracker for all the entries posted in SAP

Software Knowledge:

- Sound Knowledge of M/s Excel 2010/2016 & MS Office
- Worked on the tools and Applications like – SAP (P2P Profile)

SAP T Codes Exposure

FB03, F-02, FB50, FBV0, F-43, F-53, FV60, FB60, FBL1N, FBL3N, FBL5N, FS10N, FB03, FB02, FB08

QUALIFICATION Details:

- Graduate (B. Com) from Lalit Narayan Mithila University in 2021 – 55.50%
- Done XIIth from Bihar Board in 2018 – 58.40%
- Done Xth from Bihar Board in 2016 – 47.60%

PERSONAL INTEREST:

- ❖ Travelling
- ❖ Internet Surfing

PERSONAL INFORMATION:

DATE OF BIRTH	:	Feb 15, 2000
FATHER NAME	:	Mr. Brij Kishor Thakur
MARTIAL STATUS	:	Single
NATIONALITY	:	Indian
SALARY EXPECTED	:	Negotiable

I do here by declare that all the information furnished by herein are true to the best of my knowledge and belief.

Date:

Place: Faridabad

(Raman Kumar Thakur)