

CURRICULUM_VITAE

SHEKHAR
Kushak
Palwal,
Haryana-121102
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CAREER OBJECTIVE

To work in an environment that provides me with ample opportunities for applying my skills and contributing towards the betterment and development of the organization and my career.

ACADEMIC CREDENTIALS

- 12th From HBSE Board.
- 10th From HBSE Board.
- B.B.A Pass Out Form MDU University.

EXPERIENCE

✚ Working with Vasu Business Solutions from Jul 2020 to Till Date as an Accountant.

✚ **Investigate Duplicate of Invoices:** Maintaining Excel Tracker to avoid any duplicate processing of Invoice

✚ **Invoice Indexing:** Indexing of Invoice for smooth processing.

✚ **Checking of Invoices:** Verification of Invoice

✚ **Commercial Parameters:** 2 Way & 3 Way Match of Invoice

✚ **GL & Cost Center:** Ensure correct GL & Cost Center is selecting at the time of processing of Invoice

✚ **Purchase Orders:** Checking Purchase order to ensure GR/IR via Purchase History.

✚ **PO & NON PO INVOICES:** Processing of both Material & Service Based (PO & Non PO).

✚ **Prepare Various Reports:** Preparing Reports like Vendor Statement & Reconciliation on timely basis

TECHNICAL EXPERIENCE

- ✓ Working on Various T codes of SAP pertains to P2P
 - knowledge of computer
 - SAP (FB60, FV60, ME23N, MIRO, FBL1N, FBL3N)
 - EXCEL (Sum-if, Sum-ifs, Subtotal, Filter, Sorting, VLOOKUP, H lookup, VLOOKUP Array, Pivot)
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STRENGTH

- Achievement oriented with innovative ideas and flexible nature.
- Good Communication Skills.
- Organized and management capabilities.
- Good at grasping new things with ease.
- Ability to learn new concepts quickly.

PERSONAL DETAILS

Name	Shekhar
Father Name	Mr. karamveer
Date of Birth	07/02/2000
Marital Status	Unmarried
Sex	male
Nationality	Indian
Languages Known	Hindi & English

DECLARATION:

I hereby declare that that the details given above are true to the best of my knowledge and belief.

DATE.....

PLACE.....

(Shekhar)