**Kuldeep Kumar**

Vijay Nagar, Delhi

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Email me on Indeed: [indeed.com/r/Kuldeep-Kumar/2119a71f63cc6eac](https://www.indeed.com/r/Kuldeep-Kumar/2119a71f63cc6eac)

➢ To obtain a responsible and challenging position where my education and skills will have valuable application.  
PREFESSIONAL QUALIFICATION:-  
  
➢ One year Advanced Diploma in Programming and system management.

**Work Experience**

**Finance Executive**

**Ricoh India Ltd**

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Noida, Uttar Pradesh

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March 2013 to Present

RtoR (Record to report)  
➢ General Accounting work with team which includes; -  
➢ Monthly and quarter closing activities.  
➢ VOWD Accruals.  
➢ S&A (Sources & Advance)  
➢ AR Ageing, adjustments.  
➢ Prepayment amortizing.  
➢ Advances Ageing and adjustment.  
➢ BRS & Reconciliations of all Control Accounts.  
➢ Preparation of Schedules.  
➢ Provide Audit support.  
➢ Provide MIS reporting.  
➢ Order Clearance.  
➢ Employee & Vendor Payments.  
➢ Collection Punching  
➢ Invoice Generation.  
➢ TDS & Service Tax.  
➢ Cheque Bounce.

**Finance Executive**

**BHARTI AIRTEL LTD**

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Gurgaon, Haryana

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July 2011 to February 2013

Payment Follow up with Customer. ( above 50k)  
➢ Customer Visit.  
➢ Collection Punching.  
➢ Payment Processing.  
➢ Vendor Payment.  
➢ Bank Reconciliation.  
➢ Invoice Generation.  
➢ Monthly, Quarterly & Yearly Closing.  
➢ Advances Ageing and adjustment.  
➢ Provide Audit Support.  
➢ MIS Reporting.  
➢ Team Handling.

**Data Analyst**

**Room to Read (NGO)**

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Delhi, Delhi

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April 2010 to March 2011

Data Analysis (State Level)  
➢ Preparation of Schedules  
➢ BRS & Reconciliations  
➢ Provide Audit support  
➢ Employee & Vendor Payments  
➢ Advances Ageing and adjustment

**Education**

**B.com in Commerce**

**Delhi university**

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Delhi, Delhi

July 2008 to December 2013

**Skills**

EXCEL (Less than 1 year), MICROSOFT EXCEL (Less than 1 year), Tally (Less than 1 year)

**Additional Information**

COMPUTER SKILLS:-  
  
➢ Microsoft Excel (Vlookup, Hlookup, basics of excel, pivot table Etc.)  
➢ Computer Basic, Tally.