

SANJEEV KUMAR

Address: H.No. 129, Bharat Vihar, Delhi – 110078

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OBJECTIVE

To work with an organization where can get challenging and new learning opportunities and can enhance my skills and knowledge to meet the organizational goal as well as mine.

PROFILE SUMMARY

Over 10 Year experience in Computer Operator including detailed knowledge of Advanced Excel, Microsoft Office, Online Shopping portals and Internet browsing.

WORKEXPERIENCE

Currently working in Royal Equipment Co. as Account Assistant.

Responsibilities:

- Generate the Sale Bill, Bank Entry, Purchase Entry in Tally.
- Prepared the Quotation in Excel.

Back Office Coordinator

(July 2013 to Nov 2021/8years & 5 month

M/s Kartar Valves Pvt. Ltd

Responsibilities:

- Coordinating the sales team by managing schedules, filling important documents and communicating relevant information.
- Coordinate H.O. and ensure timely invoice processing and payment.
- Handle the processing of all orders and Quotation in Excel & ERP with accuracy and timelines.
- Payment Follow up with Client.
- Entry Sale Invoice in Busy Software.
- Prepare Sale report in Excel every end of month.

Date Entry Operator

(Sep 2011 to Feb 2013/1Years & 6 months)

M/s Indocon Micro Engineering Pvt. Ltd

Responsibilities:

- Fill the data in software from hardcopy form.
- Scan the hardcopy form.
- Mailing & web suffering.
- Preparing & maintaining other data on excel & reporting.

EDUCATIONAL QUALIFICATION

Bachelor of Arts (B.A)

(Batch 2008-2011)

- From Mithila University Darbhanga (Bihar).

Senior Secondary Education (12 th)

(Batch 2006-2008)

- From Bihar Intermediate Education Council Patna.

Secondary Education (10 th)

(Batch 2005)

- From Bihar Secondary Education Council Patna.

**TECHNICAL
KNOWLEDGE/SKILLS**

- Knowledge of Ms Office.
 - Knowledge of Advanced Ms. Excel.
 - Basic Knowledge of Computer Networking.
 - Knowledge of Photoshop, CorelDraw.
 - Knowledge of Accounting Software Busy & Tally.
 - Safe Internet browsing.
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STRENGTHS

- Positive Attitude towards goal orientation.
 - Pressure handling.
 - Honesty, Hardworking, Curiosity to perform the task undertaken.
 - Punctual and dedicated to the organization.
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SPECIAL INTEREST

- Play & watch Cricket.
 - Listen Hindi song.
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PERSONAL PROFILE

Father's name	Sh. Rajendra Prasad Gupta.
Date of Birth	20/01/1988.
Marital Status	Married.
Languages Known	Hindi, English.

DECLARATION

I hereby declare that all statements given above are correct to the best of my knowledge & belief:

DATE :

(SANJEEV KUMAR)