

SUMIT KUMAR

H.NO 457

BHIM NAGAR

GURUGRAM (HR)

Contact No.+91-9211441291

Email: sonysumit285@gmail.com,

CAREER OBJECTIVE

Aim for Bright career in the field of my interest with dedication, honesty and sincerity to give the best of my services to any Organization of Institution where I get an opportunity to improve my skill

STRENGTHS

- *Self-confidence, Hardworking, Honesty.*
- *Positive attitude towards work & believe in never giving up.*

QUALIFICATIONS

Academic:

- ***M.COM from MDU Rohtak (DDE) in 2019.***
- ***B.COM (HONS) from MDU Rohtak in 2017.***
- ***12th Passed from HBSE Board in 2014.***
- ***10th Passed from HBSE Board in 2012.***

Professional:

- *Working with **JK CEMENT LTD.** on (off-roll position) as an Associate Officer in **Accounts Department** (White Cement Division) on the behalf of Staffing Care Solutions Inc. (from February-2021 to till date).*
- *Booking of Order in SAP*
- *Generation of Invoice & Preparing all documents related to Dispatch.*
- *Booking of Employee expenses in sap i.e. (local conveyance, mobile exp., Wi-Fi exp., Travel exp.)*
- *Preparation of Bank book and employee expense detail.*
- *Bank Reconciliation of employee monthly expense.*
- *Booking of Rent, freight & token bills.*
- *Provide MIS Report to management on Daily Basis*
- *Co-ordinate with logistics team for warehouse.*

- *Monitoring MIGO entry & Posting Purchase accounting/ Migo Entry in SAP.*

- *Worked with **MYND INTEGRATED SOLUTIONS PVT. LTD.** as an Account Executive (Account Payable) 3 Years and 2 Month [from December-2017 to January-2021]. & Handling the work of (ATC) **AMERICAN TOWER CORPORATION.***
- *All types of vendor bill's booking & Validation after verifying with PO /Non-PO Invoices, GRN invoice processing.*
- *Reimbursement of employees claims e.g. (travel, transfer, monthly entertainment claims, hotels stay, conveyance etc.) as per company policy.*
- *Posting Debit notes/Credit notes as per agreement and also validation.*
- *Posting of PAN India invoice (soft data uploaded ERP through uploader)*
- *Posting of Pre-approved invoice such as professionals claims, legal fees invoices etc.*
- *Processing & Validation transport service (freight, loading & unloading, chain pulley) invoice.*
- *Taking care of GSTN# norms and TDS rules, while processing the vendor invoice in ERP Oracle 12.1.1.*
- *Booking of CAPEX, OPEX bill's and verify invoices.*
- *Follow up invoice approval related issues.*
- *Worked on ERP **Oracle** Software.*
- *Verifying the documents related to the subject Invoice.*
- *Cross check with the **GST** Claiming Process.*
- *Apply **TDS** according to the requirement.*
- *Basic knowledge of Computer (MS -Office).*
- *Sound Knowledge of Advance Excel.*

Accounting Software

- *ERP **Oracle** Software. (Accounts Payable)*
- ***SAP** ERP software. (Sales Accounting & Account Receivables)*

PERSONAL INFORMATION

Date of Birth : 28/08/1997
Father's Name : Late Mr. Pradeep Kumar
Mother's Name : Mrs. Usha Devi
Age : 24 Years
Religion : Hindu
Language : English and Hindi (written & speaking both).

HOBBIES

I like to listing music, watching tv, communicating with people.

Date:

Place:

(SUMIT KUMAR)