

## CURRICULUM-VITAE

### **Santosh Kumar**

S/o Harinandan Prasad  
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#### WORK EXPERIENCE

**June 2012 to 2022 Till Now** - Working as **Back Office Assistant** with Shankar Equipment's Ltd. Patna (Authorized dealer of Tata Hitachi Construction Machinery Company Limited)

##### Key Job Responsibilities

- Digital entry of machine sales voucher, service voucher and spare voucher through ADMS (Accounting Database Management System)
- Digital entry of machine installation data / PO (PO-purchase order like take to claim from Tata Hitachi Construction & Machinery)
- Digital entry of dealer service claim, engineer's deputation claim and misc. claim through SAP.
- Creating customer accounts through THCM (Tata Hitachi Construction & Machinery) using platforms like Insite.

**April 2011 to March 2012** – Worked as **office in-charge** with Millennium Computers, Patna.

##### Key Job Responsibilities

- Customer data base handling.
- Inventory & Stock management.
- Digital entry of bills & voucher.
- Managing operation of support staffs like technician, cleaners, security guards etc.

#### LEARNING EXPOSURES

Have participated in:

- Three days training workshop on DMS (SAP) at THCM office, Jamshedpur, Jharkhand.
- Two days training on DMS (SAP) at THCM office at Okhla, New Delhi.

- Ten days in house training workshop for day to day official work like call open, and closed through DMS of SAP.

#### ACADEMIC QUALIFICATIONS

- B.A. (Hons.) passed with 2<sup>nd</sup> Division from U.P University. (Sam Higginbottom Institute of agriculture, Technology & Science (Formerly Allahabad Agriculture Institute) Deemed to be University, Allahabad, India (UGC-Distance education Bureau approved Distance Education Programme)-2016
- Higher Secondary with 1<sup>st</sup> Division from B.I.E.C. (Bihar Intermediate Education council), Patna-2000
- Secondary Examination passed with 2<sup>nd</sup> division from B.S.E.B. (Bihar School Examination Board, Patna.-1998

#### SKILLS

- Excellent communication and verbal skills,
- Ability to work with minimal supervision,
- Excellent time management skills- Capable of prioritizing task with the ability to adjust as required.
- Excellent interpersonal skills,
- Advance Diploma in Computer Application.(DCA)
- Operating Software: MS-Word, MS-Excel and basic SAP.

#### PERSONAL DETAILS

- Date of Birth - 05/01/1983
  - Marital Status – Married
  - Language - Hindi, English
  - Hobby – Travelling and Listening Music
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Place& Date :Patna

Santosh kumar  
*Signature*