

Chandan Kumar

Mobile no: 8182025709

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Reference – Ms. Surabhi Gupta; SAP ID - 80527768

Career Objective –

Seeking a challenging position in the field of Commercial and accounting to utilize my skills for organization and individual growth.

Experience –

- Commercial & Admin Support – Asian Paints Ltd. (Off-role) from Feb'2018

Working with a leading paint company as Computer Operator -Billing and Accounting with great exposure to SAP (ERP) and MS Excel. Well versed with others commercial activity like e-way bill, Transport Management System (TMS) and Warehouse Management System (WMS)

- CA Internship - M/s. Aggarwal Associates in Deoria – from Apr'17 to July'17

Worked under a reputed CA, Mr. Rohit Agarwal for almost 3 months in his firm and learned a various accounting entry in Tally (Voucher Entries, Receipts and Payments) and Various Excel Reports (Formulas).

Profile Summary

- An enthusiastic, highly motivated and having bachelor's degree in Commerce
- Strong Command over SAP and MS Office
- Problem-solving ability and People Management
- Good communication skills
- Quick learner and eager to learn new technologies and methodologies

Educational Qualification

Class	Board/University	Year	Percentage
BA	D D U Gorakhpur	2015	38%
12 th	UP Board	2012	60%

10 th	UP Board	2010	60%
DCA	Click Technical Institute	2017	Grade "A"

Technical Skills

- Well versed SAP, Tally, MS Office
- Efficient in Internet and Computer Applications
- Operating Systems: Windows 7/8/10
- FMCG Collateral's
- Customer Working

Achievements

- Computer Operator to Promoted Asst. Manager

Personal Qualities

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Ability to produce best result in pressure situation.
- Excellent communication skills in written and verbal both.
- Ability to work as individual as well as in group.

Personal Details

Father's Name: Shri. Prem Chand
 Mother's Name: Smt. Vidhyavati Devi
 Date of Birth: 14th Sep' 1995
 Gender: Male
 Marital Status: Married
 Nationality: Indian
 Languages known: Hindi and English
 Permanent Address: Vill – Balapar, PO - Balapar, Gorakhpur

Declaration

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

Place

Gorakhpur

(Name)

Chandan Kumar