

CURRICULUM VITAE



KAMAL SHUKLA

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Objective

Currently looking for a full time position in an organization which will give me a great challenging responsibilities, increased benefits and opportunity to help the company in more productivity.

Key Skills

- Good knowledge of accounts handling.
- Can efficiently work with Ms Excel.
- Good knowledge of ERP System like Oracle
- Team player.
- Good presentation skills.

Experience

- Working with Berger Paints India Limited for 1.7 years as trainee in Finance & Accounts Department samba factory Jammu.

Job responsibilities:

- Making Goods Receipt notes (GRN1 & GRN2).
- Process all Vendors bills (RM, Packing & Engineering) and releasing payments
- Reconciliation & Sorting of the invoices with the system.
- Process freight bills and settle Logistics payments.
- Knowledge of GST like checking return filing status of vendors in GST portal.
- Passing of Debit Note and Credit Note of related Invoices.

Educational background:

Year	Qualification	University/School	Percentage Secured
2018	M. Com.	Hemvati Nandan Bahuguna Garhwal University (Central University), Srinagar Uttarakhand	73.8%
2015	B. Com.	Govt.SPMR College of Commerce, Jammu University	54.83%
2012	12th	Army Public School, RatnuChak – J&k (CBSE)	61.40%
2010	10th	Army Public School, RatnuChak – J&k (CBSE)	5.2 CGPA

Extracurricular activities

- Represented the college in various aerobics games at district level.
- Winner of the Basketball in school time.
- Member of student council committee and responsible for organizing the events.

Hobbies

- Playing Cricket & badminton.
- Gardening.
- Travelling

Personal Details

Father's Name: Sh.Jata Shankar Shukla

Date of birth: 01-06-1994

Languages known: English, Hindi, Dogri & Bhojpuri

Declaration: I declare the information true to the best of my Knowledge.

Date: 02/08/2022

Place: Jammu