

RESUME

NAME: SUNIL KUMAR (**MBA- Finance**)
ADDRESS: Village & Post Office Manakpur, Tehsil Nangal,
District Ropar (PB)
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Objective:

To work in a challenging environment to utilize my skills and abilities to achieve greater results and move upward in my career.

Educational Qualification:

- **M B A in Finance (July 2013)**
- **Bachelor of Commerce (March 2010)**
- **Plus Two (March 2007)**
- **Secondary School Leaving Certificate (SSLC) – (March 2006)**

Professional Qualifications:

Certifications:

- **100 Hrs. Computer Training Certificate.** (Certificate number – 21659)
Institution: DOEACC SOCIETY, CHANDIGARH CENTRE
Syllabus: Computer Basic, Tally 5.4 and 7.2, MS-Office.

Internship Details:

Company Name: National Fertilizers Limited
(A Government of India Undertaking)

Company Address: National Fertilizers Limited, Naya Nangal,

Duration: 2 months

Department: Finance and Administration Department

Projects Undertaken

- 1 Project on **Stress Management of Employees** of National Fertilizers Limited, Nangal Unit
- 2 Project on **Foreign Exchange and its Risk Management** of HCL Technologies. Industrial Area, Mohali

Industrial Visits:

- Swaraj Tractor Division, Phase IV, Industrial Area, S.A.S Nagar, Mohali (Punjab)
- HCL, C-133, Phase 8, Industrial Area, Mohali
- National Fertilizers Limited, Naya Nangal.

Work Experience:

- Worked with **Aaj Samaj/India News** as an **Accounts Executive** from Sept-2013 to Sept-14.
- Presently working with Venky's (India) Limited as an Accounts-Officer since Dec-14.

Responsibilities in M/s Venky's (India) Limited

- * Handling all Cash/Bank payment Like- Day to day miscellaneous voucher, Traveling voucher & advances voucher payment.
- * Scrutiny of ledgers
- * Maintaining accounts, preparing reports, making profit analysis for future.
- * Handling all purchase and sale bill data punching work (PV & Invoice) in company software after verification of material and other formalities.
- * Preparation of Debit / credit note.
- * Monthly consumption statement.
- * Reconciliation of Party ledger accounts.
- * Product Costing, Power & Fuel costing and Expenses analysis etc.
- * Preparation all store documents Like – GR, Issue Book, DC and STN.

Responsibilities in Aaj Samaj/India News.

- * Voucher Entries
- * Bank Reconciliation
- * Branch Reconciliation
- * Cash vouchers
- * Maintain Day book
- * Journal Entries

Hobbies:

- Cricket
- Traveling
- Net surfing
- Singing

Strengths:

- Good Team Player
- Honesty
- Adept easily to new environment

Other Skills

- Good in Time Management
- Excellent Team player.
- Fast learning ability.
- Computer Skills(MS Office)

Personal Profile:

Nationality: Indian
Date of Birth: 02/Jan/1990
Gender: Male
Religion: Hindu
Father's Name: Sh. Rattan Chand
Languages known: Hindi, Punjabi, English

Declaration:

I hereby declare that all the data given above is true.

Date:
Place:

SUNIL KUMAR