# Ram Kumar Kannaujiya

D-37, Secter-03, Phase-01,

Papan Kalan, Dwarka,

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**Objective**

To obtain a position with a leading firm, specializing in the management of large corporate assets that offers development opportunity for a career in administration and looking forward for an innovative and challenging environment.

**Work Experience**

**Currently working with**

**American Express**

**HR Assistant Gurgaon (25.10.2018 to till)**

* **Documents scanning & uploading on HR portal (Peopledoc).**
* **Maintaining the employee data in excel & HR software.**
* **Maintaining the employee register & files.**

[**Shiva Melamine**](https://www.tradeindia.com/Seller-4652164-Shiva-Melamine/) **(Crockery Company) Uttam Nagar, New Delhi (01.01.2018 to 30.09.2018)**

**(Production and Supply)**

**Sr. Accounts Executive**

* Maintaining day-to-day cash inflows and outflows.
* Reporting the daily, weekly and monthly fund statements
* Using different types of accounting software
* Managing the account budget and invoice with the client.
* Bank reconciliation& book keeping
* Journal entry purchase and sales
* I have handling the case
* Generating the E-way bill
* Analyzing monthly financial reports for all accounts, preparing of corrections, making adjustments and closing entries
* I have also knowledge in GST
* I am using the Tally ERP Software this time for all accounts entries.

**Telesonic Networks Limited, Airtel Bharti (broad band)Gurgaon, Haryana (2016 to December 2017)**

**Sr. Dispatcher – Jumperingin Main distribution frame (MDF)**

* An intermediate distribution frame (IDF) is a distribution frame in a central office or customer premises, which cross-connects the user cable media to individual user line circuits and may serve as a distribution point for multipair cables from the main distribution frame (MDF).
* Short for main distribution frame, a cable rack that interconnects and manages the telecommunications wiring between itself and any number of IDFs. Unlike an IDF, which connects internal lines to the MDF, the MDF connects private or public lines coming into a building with the internal network.
* In telephony, a main distribution frame (MDF or main frame) is a signal distribution frame for connecting equipment (inside plant) to cables and subscriber carrier equipment (outside plant). Cables to intermediate distribution frames (IDF) terminate at the MDF.

**Virka Infotech Pvt. Ltd. (**[**www.indiaemporium.com**](http://www.indiaemporium.com)**) New Delhi (2014 To 2016)**

**Sr. Logistics &Accounts Executive**

* Analyzing monthly financial reports for all accounts, preparing of corrections, making adjustments and closing entries
* Primary focus on customer service and ensuring absolute customer satisfaction.
* Vendor management
* Ensured correct allocation of resources to meet delivery schedules.
* Plan and Supervise export shipments.
* Freight negotiations with Shipping Lines.
* Transportation arranging shipments.
* Handling of documentation during freight processes.
* Organize shipments with branch offices, suppliers and customers.
* Shipment tracking and updating the customer on timely basis.
* Warehouse management skills resulting in accurate inventory level.
* Managing the supply chain and all import & export logistics.
* Maintaining the sales report on daily basis and manage product cancellation & return.
* Journal entry purchase and sales

**Kotak Mahindra BankPvt. Ltd.** **New Delhi (2012To 2014)**

**Accounts Executive**

* Maintaining day-to-day cash inflows and outflows.
* Reporting the daily, weekly and monthly fund statements
* Interacting with internal and external auditors in completing the audits
* Using different types of accounting software
* Ensuring that all accounting related activities follow company standards

**EktaShaktiFoundation (NGO) Uttam Nagar, New Delhi (2009 To 2012)**

**Sr. Accounts Executive**

* Maintaining day-to-day cash inflows and outflows.
* Prepare and review budgeting, daily basis stock maintaining & coordinating with all branches.
* Maintaining, controlling the expenses of the company.
* Reporting the daily, weekly and monthly fund statements
* Using different types of accounting software
* Managing the account budget and invoice with the client.
* Bank reconciliation& book keeping for all branches.
* Quarterly basis preparing NGO donation receipt and form C for (Tax rebate)

**EDUCATION**

**BBA** (Vinayaka Missions University) New Delhi 2012.

**IT** (Information Technology) from Kumauni University, Nainital in 2008

#### Intermediate from Almora Intermediate collage, Almora in 2006.

#### High School from Almora Intermediate collage, Almora in 2004.

**ADDITIONAL SKILLS**

* Busy - 3.9 (I-1) & Tally – 7.2 & 9.0, Magneto
* MS Office– Microsoft Word, Excel & Power point
* Internet

**CERTIFICATE**

##### Performa **NCE Statement Diploma Course in Software Management for 1 Year course** from CCIS, Almora in 2006-2007.

* **One Year Software Programming Course** from APTECH Computer Education, Almora in 2011.
* **Tally 7.2** from CCIS, ALMORA in 2006-2007 accounts.
* Certification in **Taekwondo Arts (Black Belt)**from TFW.

**PERSONAL DETAILS**

* Date of Birth :- 14thJune 1988
* Sex :- Male
* Marital :- Unmarried
* Languages Known :- Hindi, English
* Hobbies: -Sports, Reading Books, Music, Surfing Internet.
* Strengths: - Adaptability in stress situations. Hard working ad sincere nature. No constrains for working area.

## DATE –

## PLACE – NEW DELHI (RAM KUMAR KANNAUJIYA)