**CURRICULUM -VITAE**

**ANIL KUMAR**

Contact No: **+919560054096**

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### Objective: -

 To Work at challenging and dynamic environment to keep Adding Value of myself and simultaneously contribute to the growth & success of the organization represent.

### Academic qualification: -

1. B.com form in IGNOU
2. Intermediates from Bihar board
3. Matriculation from Bihar board

### Technical qualification: -

**Computer Skills**

1. PGDCA form NIT Centre in Gurgoan
2. MS Office (Word, Excel, Powerpoint, Notepad, Outlook)
3. Operating System (Win Xp, Win 7, Win 8,Win Vista)

### 4 Internet Explorer (Web Browser, and internet surfing)

 5. Mailing and Merge mail

### Work experience: -

* Presently working with **Super India (Global) Logistic Pvt Ltd**, at **Corp Office** :- Building No.523/21 Shanti Nagar colony, Opp. Iron Foot Bridge Near Rajiv Chowk (Haryana) **as Sr. Executive Operational Billing** 01.04.2018 to till to date.

**JOB DESCRIPTION**

* Capture daily's Freight Memo with Trip Performance Sheet
* Any DEPS\issues in pod, highlighted with senior
* Raising the invoice according to daily's sale (Total market sale\is about 3.25 crore monthly)
* Preparing final invoices for mailing and performing clerical duties
* Preparing and updating customer files with issues invoices, payment received, and payment pending
* Prepared and submitted reports on accounts receivables to reporting Head
* Consolidated Report present to reporting Head on daily basis

 Worked In **Micro Mould Group Companies,** at Pace city-II, Sector-37, Gurgaon (Haryana) **as Executive Billing & MIS Executive from** 16-06-2016 to 31-03-2018.

### Key skills: -

* Able to give the best result in pressure situations..
* Versatile in any environment.
* Strong Leadership and patience full skills.
* Excellent in presenting and make people understand.
* Capture Sale Pan India sale according to daily's sale

### Positive traits: -

* Hard working
* Result oriented
* Highly optimistic

### Hobby: -

* Making friends
* Reading
* Exercise and Running.
* Crickets

**PERSONAL DETAILS**

Father’s name : Surendra pandit

Date of birth : 31-3-1996 .

Sex : Male

Nationality : Indian

Religion : Hindu

Marital status : Unmarried

Language known : Hindi, English.

Permanent address : VOP- Khalispur Distt- Siwan State- Bihar

 Pin code (841227)

Present address : House No.B-233 sarsawati enclave, kadipur

 Gurgoan (Harayana)

 Gurgaon- 122001

**Place: Gurgaon** **ANIL KUMAR**