 **RESUME**

**MAILING ADDRESS:**

Sanjay Kumar

A-935/8, Indira Nagar,

Lucknow-226016

E-Mail :sksk535@gmail.com

: km66@live.in.

Mobile: 9198481246

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| **OBJECTIVE:** |

* To work successfully in your organization.

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| **PROFESSIONAL QUALIFICATION:** |

* Master of Business Administration (2004-2006) from Institute of Environment & Management, Alkapuri Kursi Road, Affiliated to U.P. Technical University Lucknow.

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| **EDUCATIONAL QUALIFICATION:** |

* B.sc from Rohilkhand University Bareilly in 2004.
* Intermediate from U.P. Board in 2001.
* High School from U.P. Board in 1999.

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| **COMPUTER KNOWLEDGE:** |

* A.D.C.A.
* SAP MM/SD Module)
* Accounting Package – Tally 9.0.

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| **WORKING EXPERIENCE:** |

* **SHINECITY DEVELOPERS PVT. LTD. (SHINE GROUP)**

**Designation : ACCOUNT EXECUTIVE**

 **Location : LUCKNOW**

**Experience : FROM NOV 2017-TILL DATE**

* **ROYAL ENFIELD (A Unit of Eicher Motors Ltd.)**

**Designation : COMMERCIAL EXECUTIVE**

**Location : LUCKNOW**

**Experience : FROM 10 DECEMBER 2015 – OCTOBER 2017**

* **KRITI PRAKASHAN LIMITED( PUBLISHING COMPANY**)

**Designation : MIS EXECUTIVE**

 **Location : LUCKNOW**

 **Experience : FROM 26 April 2012 – 24 NOVEMBER 2015**

* **OMDEO PAKERS & MOVERS PVT.LTD.(TRANSPORTATION COMPANY)**

**Designation : MIS EXECUTIVE**

**Location : LUCKNOW**

**Experience : FROM August 2008 – 25 April 2012**

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| **ACHIVEMENT:** |

* Identified a problem and solved it.
* Worked on special projects.

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| **JOB RESPONSBILITY:** |

* Generate cyber receipt.
* Mail reverts of all branches.
* Collecting data from the team members & generating consolidated report on daily basis.
* Compiled all accounts statement.
* Comments on the statements.
* Manage a team of professionals
* Manage bank query & resolve issues of clients.
* Responsible for improving the Internal audit operational efficiency score of the branch.
* Managing entire operational work.
* Responsible for making MIS report for circle month & day wise volume information report.
* Day-to-Day analysis of MIS reports.
* Provide bank statements for all employees.
* Check the payment detail on CRM.
* Payment confirmation of all branches on CRM.

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| **STRENGTH:** |

* Smart Working, Positive thinker, Team work, Adaptable & confident.

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| **HOBBIES:** |

* Traveling, Reading Books

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| **PERSONAL DETAIL:** |

Father’s Name : Shri R.S.RAM

Date of birth : 27 April 1982

Nationality : Indian

Marital status : Married

Gender : Male

Permanent address : A-935/8, Indira Nagar, Lucknow

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| **DECLERATION** |

I here by declare that the above information provided by me is true and fair to the best of my knowledge.

DATE: (SANJAY KUMAR)

PLACE-LUCKNOW