

# **RESUME**

## **MAILING ADDRESS:**

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## **OBJECTIVE:**

- To work successfully in your organization.

## **PROFESSIONAL QUALIFICATION:**

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

## **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.

## **COMPUTER KNOWLEDGE:**

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

## **WORKING EXPERIENCE:**

- **SHINE CITY 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 – 25 NOVEMBER 2015
- **OMDEO PAKERS & MOVERS PVT.LTD. (TRANSPORTATION COMPANY)**  
Designation : MIS EXECUTIVE  
Location : LUCKNOW  
Experience : FROM August 2008 – 25 April 2012

**ACHIVEMENT:**

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

**JOB RESPONSIBILITY:**

- Generate cyber receipt.
- Mail confirmation 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.

**STRENGTH:**

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

**HOBBIES:**

- Traveling, Reading Books

**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

**DECLARATION**

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