

# **RUCHI KUMAR**

**E-Mail:** ruchikumar333@gmail.com **Mobile No.:** +91-9971059808

## **CARRER OBJECTIVE :**

To obtain a position with a strong, forward thinking, progressive companies where I could fully utilize my knowledge and that enables me to make a positive contribution to the Company.

## **ACADEMIC CREDENTIALS:**

- Bachelor of commerce (**B.COM**) from *DELHI UNIVERSITY*
- Completed 12th (Commerce) from CBSE, in the year 2010.
- Completed 10th from CBSE, in the year 2008.

## **WORK EXPERIENCE**

- ***M/S Sahib Novelties At Sadar Bazar, Delhi, Since 15 August 2017 To Till Date.***

**Designation: Accountant & Office Administrator**

### **Key Role Areas:**

- Shipment filling
- Maintain import documents.
- Calculate bill of entry
- Costing of all shipment
- Coordinate with shipping line & CHA
- Making import e-way bill & other e-way bills.
- Search for possibilities to reduce taxes
- Tracking all shipment
- All accounts work on busy software like bank reconciliation, vendor reconciliation, entries of purchase bills, sales order, purchase order, cash voucher, Performa invoice etc.
- Day to day accounting like payment & receipt voucher.
- Preparation of vouchers, routine accounting functions like customers' accounts maintenance, office files and record maintenance.
- Sending order acknowledgement to all customers
- Day to day cash maintenance and banking functions, handling petty cash for routine work, voucher clearance.
- Payment of company advance tax.
- Sending dispatch details of material to all parties by courier or e-mail.
- Preparation of quotations, purchase orders.
- Booking purchase bills and processing for payment ,receivable follow up with customers
- Releasing the payments to vendors.
- Reconciliation of payments.
- Knowledge about GST.
- Stock maintain in manual & busy software with godown.
- Preparing export document in MS Word & Excel format.
- Maintain import documents.
- Calculation of custom duty.
- Filed TDS and GST
- Taxable & commercial billing on busy software & Tally Erp 9

- **SKEnterprises since Feb 2016 to Aug 2017 as Computer Operator & Office Assistant.**

**Key Role Areas:**

- E-mail drafting on MS Outlook
  - Preparation of quotations, purchase orders.
  - Attending telephone calls, visitors and maintaining files and register, taking care of incoming and outgoing mails.
  - Maintain stock on MS words & MS excel.
  - Weekly updated stock in website.
- **Anand Auto Agency since July 2015 to Jan 2016 at Karol Bagh as Computer Operator & Office Assistant.**

**Key Role Areas:**

- Attending telephone calls, visitors and maintaining files and register, taking care of incoming and outgoing mails.
- **Gulshan Chawla Company at Kashmiri Gate as Computer Operator & Office Assistant.**

**Key Role Areas:**

- Attending telephone calls, visitors and maintaining files and register, taking care of incoming and outgoing mails.
- Maintain vendors & Caterers bills.
- Maintain Daily basis labor salary.
- Maintain transport bills.

**COMPUTER PROFICIENCY & ACHIEVEMENTS :**

- *Tally.ERP 9.0 Certified*
- MS-Office MS-Excel (2007 & 2010), Power Point & MS Outlook
- Certification in GST advance course from Henry Harvin Education.
- Good knowledge of Busy accounting software
- Good knowledge of Import, Eway Bill & maintain stock in busy.

**SKILLS :**

**Strength -**

- I can adjust myself in any environment. It doesn't take time to adjust in the situation.
- Perseverance and Motivation.
- Ability to work under pressure.
- Leadership Quality

**Hobbies -**

- ★ Internet surfing
- ★ Listening music

**PERSONAL INFORMATION:**

Date of Birth : 10<sup>th</sup> Sep., 1992 (Single)  
Father's Name: Mr. Harish Kumar  
Permanent Address: C/307, street no. 10 Pahar Ganj New Delhi  
110055  
Languages known: English, Hindi, Punjabi (Speak, Read & Write)

Thank you very much for your time and consideration. Please let me know if you require any additional information to make your decision.

Place: New Delhi

Date :

(RUCHIKUMAR)