

CARRICULUM VITAE

NIKHIL KUMAR

- 888B, Nyay Khand-1, Indirapuram, Ghaziabad
- E-Mail Address: nikhilpkw2015@gmail.com
- Mobile # +91-7830458693, 8218083350



SUMMARY OF WORK EXPERIENCE

I have more than Three years experience in Computer operator, administration and facility management field, I start my career as a Help desk and now I have been promoted for Sr. Computer manager by management and client.

WORK EXPERIENCE WITH RWA

Organization	~	Angel Mercury RWA, Indirapuram Ghaziabad.
Designation	~	Office Executive
Duration	~	Since 28 th July-2015 to 01-sep-2016
Organization	~	NIHO Scottish Garden, Indirapuram Ghaziabad.
Designation	~	Sr. Computer Operator/Admin
Duration	~	Since Sep-2016 to till date

Job Profile:

- ❑ Performing Cash Reconciliation, Bank Reconciliation
- ❑ Preparing various MIS Reports
- ❑ Preparing monthly salary sheets
- ❑ Import and local Payments through Net banking
- ❑ Vendor bill passing
- ❑ Preparing all vouchers and transactions for cash & cheque verifications
- ❑ Handling Petty cash
- ❑ Dealing with any queries from the auditors
- ❑ Reporting the daily, weekly and monthly fund statements.
- ❑ Presenting Accounting issues and Results to Executive Committees and upper Management
- ❑ Completing all the Activities on same day without keeping any Pending works.
- ❑ Responsible for Work flow management and shift scheduling and daily attendance of staff and clearance from client.
- ❑ Co-ordinate with RWA governing body and timely mitigation of the issues.
- ❑ Try to upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees.
- ❑ Maintain the administrative activities like general admin, verification of stationary stock, petty cash, and courier.

Skills and Qualities

Interact easily with people of diverse background cultures and age levels
Excellent critical thinking analytical problem solving organizational skill and communicational skills
Hard working and Focused
Self motivated

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EDUCATION

ACADEMIC ATTAINMENTS:

Year	Level	Institution
July 2017	B.Sc.	Dr. Bheemrav Ambedkar University ,Agra
May 2014	S.S.C	U.P. Board
March 2012	H.S.C.	U.P. Board

COMPUTER SKILLS

- ❑ Diploma in computer course (D.I.T.) from Lal Bahadur Shastri Computer Center, Pilkhuwa containing MS Office, Excel, Word & Power Point.Dos.
- ❑ Acquainted with the use of Internet & E-mail for commercial and professional applications.

PERSONAL DETAILS

Father's Name : Mr. Kavindra singh
Mother's Name : Mrs. Seema
Nationality : Indian
Date of Birth : 12th September 1997
Sex : Male
Martial Status : Single
Language Proficiency : English & Hindi
Permanent Address : Dinesh Nagar,
Pilkhuwa , Hapur (245304)

Date:

Place: Pilkhuwa

Nikhil