#





# PANKAJ KUMAR

**Finance & Marketing**

#

**CAREER OBJECTIVE**

Looking for a challenging and task oriented position in an organization which demands the best of my professional ability in terms of managerial and analytical skills and helps me in broadening and enhancing my current skill and knowledge and to be involved as a part of a team that dynamically works towards the growth of the organization and reach the top with determination, dedication and hard work.

**PROFESSIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **EXAMINATIONonal interests:shments:** | **BOARD/ UNIVERSITY** | **YEAR OF PASSING** |
| **MBA** (Finance & Marketing) | **Institute of Technology and Science**, Ghaziabad**.** | 2014 |

**OTHERS QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Certification examination in life insurance** | Insurance institute of India |  2011 |

**EDUCATIONAL QUALIFICATION**

* **B.Com. (commerce)** from **M.M.H COLLEGE**, GHAZIABAD, in 2010.
* **12th** (**commerce**)from S.S.D Inter College, Ghaziabad, Uttar Pradesh in 2007
* **10th** (**commerce**) from S.S.D Inter College, Ghaziabad in 2005.

 **WORK HISTORY**

* **Working in STAR SOLUTIONS,** Whole Sale VoIP Service Provider, Indirapuram, Ghaziabad **as Finance executive from 1st may 2017.**

**Work Profile: As Finance executive**

* Sorting out the Data in MS Excel, Taken From Bank Statements (HKD and USD cum PayPal Statements) then Posting financial data into Tally Software.
* Reconciling Payments With The Invoices Received and Issuing Sales Invoice To the Customers.
* Assisting to the auditor in finalising and sending the accounts and reports as per the requirements for Auditing.
* Performing all accounting work of the Group.

* **Other duties:**
* Business Development Efforts through Social Media like Skype, LinkedIn and online forums to Identify Potential Customers and New Product Requirements.
* Customer Relationship Management and Strategic Planning
* Managing customer requirements related to Sales and Services at the Same Time.

**SOFTWARE SKILLS**

* MS Excel, Word, PowerPoint, Tally 9
* Blog Designing and Website Building

**STRENGTHS**

* Highly confident and innovative in the area of expertise.
* Swift in learning and implementing new topics and techniques.
* Determined to learn with practical approach.
* Good communication skills and managing skills.

**FIELDS OF INTEREST**

* Market Research.
* Analysis for Investment.
* Stock Market Trading
* Case based Studies.

**LIGUISTIC PROFICIENCY**

* English
* Hindi

**PERSONAL INFORMATION**

**Contact** Mob: 9015088953, pankajkumarinbox@gmail.com

**Date of Birth** 30-03-1990

**Sex** Male

**Marital Status** Single

**Permanent Address** 115C/H2 New kot goan colony, Ghaziabad (U.P) 201001

**Hobbies** Reading books, playing pc games, Internet surfing

Date:

Place: GHAZIABAD **PANKAJ KUMAR**