

## PARVEEN KUMAR

Address: H.NO. S 249, BLOCK – D, PH – 1, QUTUB VIHAR,  
GOYLA DAIRY, CHHAWLA, NEW DELHI – 110071

Mobile no: +91 7503714695

Email: 92.parveenkumar@gmail.com



### CAREER OBJECTIVE

To work in a challenging and dynamic environment, where I can refine my skills and contributes to the organization's growth through my expertise.

### EMPLOYMENT EXPERIENCE

#### CITI MEGA MART

- Worked as an Assistant Account and Admin (23rd March 2018 to till date)
- Excellent organizational skills with the capacity to deal with multiple tasks at the same time
- Debtor and purchase ledger reconciliation.
- Account reconciliations, bookkeeping and distribute salaries to the staff.
- Accurate recording of all cash activity on a daily basis.
- Preparing cheques and detailed knowledge of banking systems.
- Advances excel HLOOKUP, VLOOKUP, PIVOT TABLE and MS Office.
- Preparation of GST and TDS return.
- Interact with internal and external auditors in completing audits
- Passing Journal Entries in the Software & other accounting activities etc.

### INTERNSHIP EXPERIENCE

- I have done my summer internship for two month from 15, June 2017 to 22, August 2017 in Sharekhan Ltd. Gurgaon Sec – 14 in sales and marketing.
- I have worked in CabRenting.com, Dwarka Sec - 12 as a Sales and Marketing executive for ten month.

### EDUCATIONAL QUALIFICATION

M.B.A (Finance & Marketing)	MDU, Rohtak	2018
B.COM	Delhi University	2015
XIIth	CBSE	2011
Xth	CBSE	2009

### TECHNICAL SKILLS

- One Year Professional **Diploma in Computer Application & Programming** from F- Tec, DWARKA.
- I have done **MS Word, Done Photoshop, Corel Draw and Tally ERP 9.**
- I have done **One Year Digital Marketing Certification** from Regional Institute of Management, Gurugram.
- I have done **SAP FICO and CRM Sales force** from Regional Group of Institute of Management, Gurugram.

## **PARTICIPATIONS**

- **SADBHAVANA SOCIAL & EDUCATION SOCIETY 2007** at New Sainik Public School, award certificate of cancer awareness and other welfare programmes.
- Participation certificate of **WORLD MENTAL HEALTH DAY CELEBRATION, Dr. R. M. L. Hospital.**
- Awarded certificate of **SANYOJAN 9, held on 26 March, 2012 at Siri Fort Auditorium, New Delhi.**

## **PERSONAL DETAILS**

Date of Birth : 31, October 1992  
Marital Status : Single

I hereby declare that the information stated above is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the interview, my candidature will stand cancelled and all my claims for recruitment forfeited.

Date:  
Place: New Delhi

**(PARVEEN KUMAR)**

---