

Rajeev Kumar

Male

D.O.B:-2/12/1987

Address: - At- Mahpura, Po:-Maina,PS:-Mahishi,Saharsha

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EDUCATIONAL QUALIFICATION:-

<u>Year</u>	<u>Degree</u>	<u>Institutions</u>	<u>DIVISION</u>
2012	Bachelor in Commerce	L.N.M.U DBG	1 st Division
2005	Intermediate in Arts	B.S.E.B Bihar	2 nd Division
2003	Matriculation	B.S.E.B Bihar	2 nd Division

**WORK EXPERIENCES :**

- > 05/01/2012 to 07/08/2013 S&S construction Patna as CA .
- > 07/09/2013 to 07/08/2017 Athena Bpo pvt ltd in process citi Bank +icici bank as CSE.
- > 07/10/2017 to 07/08/2018 Karvy company as CSE .
- > 07/10/2018 to 09/08/2019 Land mark insurance brokers as CSE.
- > 07/11/2019 to 11/11/2020 HDFC Bank Ltd as non life insurance.
- > 05/12/2020 to 08/11/2021 Lsonic industries pvt ltd as sales executive.
- > 12/12/2021 to 05/05/2022 Ramachandra vidyapeeth medical college as mobilizer and health advisor
- > Now i am working at NGO for last one year

Job Profile:

Handling and maintaining records of cash and bank transactions, and daily accounts• Preparing vouchers in compliance with the financial policies of the organization• Maintaining records of cash receipt, journal vouchers with supporting documents• Handling petty cash and tallying it on a daily basis• Performing bank transactions such as depositing and cash and cheques and withdrawing cash• Taking backups of transactions on Tally.ERP.9• Bank Reconciliation•

SKILLS:

- > Community mobilization
- > Coordinating skills.

LANGUAGES KNOWN:-

- > Hindi [Read | Write | Speak]
- > English [Read | Write]

EXTRA QUALIFICATION:-

- > Advance Diploma in Computer Application (ADCA) Accounting package (with Tally.ERP.9) in Computer Application course– Experience in MS Office (Word, Excel, PowerPoint English Typing).

PERSONAL DETAILS

- > Father Name : Kailash Prasad Singh
- > Nationality : Indian
- > Hobbies : Listening Music, Reading Newspaper & Books.

DECLARATION

I hereby declare that the above mentioned factors are true to the best of my knowledge and good faith. I assurance you that if given an opportunity to serve your esteem concern, I shall prove to the best of my abilities and stand up to your expectations.

Date :

Time:

Signature