

CURRICULUM VITAE

AMIT KUMAR

S@-MOTI LAL JAISWAL=NEAR KALI ROOLER FLOUR MILL□
NEW KRISHNA PURI=PURNEA=BIHAR 854301

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CARRIER OBJECTIVE

- *To strive for excellence and emerge contributing to the best of my ability towards achieving the organizational goal which offers scope for continuous improvement and learning.*
- STRENGTH
- *Honest to the duty and responsibility.*
- *Willingness to learn, Determination to achieve, Hardworking, sincere, Ability to work independently with team.*

EXPERIENCE

- *From Sep 2005 to Oct 2007 worked as Internship in C.A Firm.*
- *From Nov 2007 to April 2012 working with Bharti Airtel as an Accountant.*
- *From May 2012 to April 2017 working with BAPL as a Senior Accountant.*
- *From May 2017 to Present working with MAPL as Accounts Manager.*
- *Working Profile - Invoice checking, Invoice booking, Vendor payment, Vendor payment reconciliation, Tax payment, GL Entry, Employee salary & Reimbursement, DTR, AP–GL Reconciliation, Purchases Entry, Purchases Billing, Bank reconciliation, Sales Entry, Sales Billing, Sales Reconciliation, Sales Report, Debtor's file clearing, Creditor file clearing, Cash Entry, Cash Matching, Debtor Dues List Clearing, Creditor Dues List Clearing, Sales Target achieve for communicate with Sales Team.*
- *Computer English Typing Speed 30 wpm & accuracy is 95%.*

PROFESSIONAL QUALIFICATIONS□

- *Complete course of Computer Accountancy*□
- *MS-OFFICE*□
- *Advance Accounts, Income Tax, Sales Tax, GST, Banking.*□
- *Accounting Software (Tally)*

ACADEMIC QUALIFICATION□

- *B.com (Accounts Honors.) from Magadh University, Bodhgaya. □ □ I.com (Accounts) from B.I.E.C Patna, Bihar.*□
- *Matric from B.S.E.B Patna, Bihar.*

PERSONAL PROFILE□

Date of Birth - 17th Sep 1984
Sex - Male
Marital Status - Single
Nationality - Indian
Language Known - English & Hindi
Hobbies - Playing Football, Cricket, Listening Music.

Declaration

I hereby declare that the above information is true & correct to the best of my knowledge and brief.

Date-

Place-

(Amit kumar)
Signature