

RESUME

Mr.SAURAV KUMAR

Flat No-404, J Avenue, Building No.62,

Rustomjee Global City, Virar West, Mumbai -401303

Mobile No: 09322616315

Email Id: singhsaurav652@gmail.com

CAREER OBJECTIVE:

To provide the organization with honest, sincere services. To contribute to the monetary gains and overall growth of the organization.

EDUCATIONAL QUALIFICATION

SPECIALIZATION	UNIVERSITY / BOARD	YEAR	CLASS
B.COM	TMBU	2013	1 ST CLASS
H.S.C	B.I.E.C. Patna	2010	1 ST CLASS
S.S.C.	B.S.E.B.Patna	2008	1 ST CLASS

PROFESSIONAL QUALIFICATION

- Certified in (MS Office, MS Excel, MS Power Point & Internet), Tally 9.0, Tally Updated, DFA,Rafai.

Working Experience

1.	M/S. Vikas Road Carriers Ltd	Sr.Account Manager/CCD Head/Operation & Marketing	Jan 2013- To Till Now
JOB RESPONSIBILITIES :- Preparing of Petty Cash Vouchers, Bank Payment Vouchers, Debit Notes/Credit Notes Checking of General Ledger, Cash Book, Bank Book, Debit Note, Credit Note, Debtors Ledger, Creditor's Ledger, Invoicing, Debtor's Follow-up,BG,BR P&L. Operation & Marketing.			

HOBBIES AND INTEREST

- Listening music.
- Reading Books.
- Playing Cricket.

LANGUAGES KNOWN

- English, Hindi, Maithili & Bhojpuri.

PERSONAL DETAILS

- DATE OF BIRTH : 04th June, 1992.
- NATIONALITY : Indian.
- GENDER : Male.
- MARITAL STATUS : Married.

I hereby declare that the above mentioned information is true to the best of my knowledge.

Date :

Place : MUMBAI

(SAURAV KUMAR)