

# PRAMOD KUMAR

**Accounts  
Executive**

**PHONE** | (+91) 9718544649  
**EMAIL** | pramod9718544649@gmail.com  
**LOCATION** | New Delhi, INDIA  
**EXPERIENCE** | 12 Years to Present

## Key Skills

Oracle  
Record Keeping  
Data Entry  
Typing  
Clerical Work

## Languages

ENGLISH  
Hindi

## Accounts Executive

OM LOGISTICS  
LTD  
12/2012 TO  
PRESENT

## Education

**Passed 10<sup>th</sup> in  
2008**  
**Passed 12<sup>th</sup> in  
2011**

## Profile Summary

A highly organized and detail-oriented Executive Assistant with over 6 years' experience providing thorough and skillful administrative support to senior executives.

## Work Experience

### Accounts Executive

OM LOGISTICS LTD  
12/2012 - Present

Receive payment by cash, cheque, vouchers, or automatic debits. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Maintain day to day books of Accounts in ERP

Maintain Bank Reconciliations Statements, Maintain journal entry, Sale, Purchase & Exp. Invoice

Maintain Monthly bills of vendors, Prepare Monthly Bank Reconciliation, Prepare Receivable/Payable party, s reconciliation

Customer & Supplier Monthly Outstanding follow-up.

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