

## DHANENDER SHARMA

9873534862

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Career Objective : *To solve problems in effective/creative manner in a challenging position*

Strength : Devotee towards the work

Skills : Internal Audit in Transportation, Stock Maintenance, Outstanding clearance, MS Office (MS Word, MS Excel, Internet related works, Tally 9.0 etc,Erp (bng software),

### Educational Qualification

Education	Board/ Univ	% of Marks	Division
10 <sup>th</sup>	Haryana Education Board, Haryana	51%	2 <sup>nd</sup>
10+2	Haryana Education Board, Haryana	50%	2 <sup>nd</sup>
Graduation	IGNOU	pursue	-

### Professional Qualification:

Course Name	Institute's Name	% of Marks	Division/ Grade
Diploma in Computer Application ( MS Office, Tally, BNG LOGISTICS SOFTWARE)	J.M.J. College, Faridabad, Haryana	55%	B

### Professional Experience:

- Worked In **Economic Transport Organization, at C.A.O Delhi.**  
From August '1996 to January '1999
  1. Internal Auditing for all Branches
- Worked as a Supervisor in **Economic Transport Organization, Ludhiana.**  
**From Feb 1999 to dec2005**
  1. Booking In charge
  2. Loading / Unloading supervisor
  3. Traffic management

- Working as a finance executive Cum head Cashier in **FGR Logistics Pvt. Ltd.**, Faridabad  
**From January'2006 to May 2023**
- Audit & Billing in charge with **HANUMAN ROADLINES**, Faridabad  
**From June2023 to till now**

**Key Responsibility**

All branches cash payment ( Lorry hire advance, balance, salary, balance hire , rent Labour etc ,

1. Bank payment ( RTGS,NEFT, ONLINE PAYMENT , ETC )
2. ALL CREDITROS PAYMENT
3. Cash Book Handling
4. Cash and Bank payment Management for all FGR Origination.
5. Reconciliation of All of branches
6. Internal Audit's
7. Salary Distributions (CASH/BANK)
8. Maintaining Cash/Bank Records on Tally and BNG Lozics, NXT Software on Daily basis.

Father's Name : Sh. Chander Bhan Sharma

Date of Birth : 28<sup>th</sup> August' 1975

Marital Status : Married

Present Address : Ajrounda, Sec.15A, Faridabad, Haryana.

Permanent address:- : R-428 Lohar bazaar , chokhan - Gali BHIWANI ( HARYANA)

Date :

Time :

DHANENDER KUMAR