

Curriculum Vitae

Amit Kumar

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OBJECTIVE

Looking for esteemed organization that allows me to apply my skills and make decisions, so that I may use my knowledge and professional skills in serving the company with loyalty and commitment and become an addition to the organization.

PERSONAL STATEMENT

Experienced and energetic in administration, sales, and accounting, as well as office management. I'm looking to put my five years of managerial experience to good use in new situations.

TECHNICAL SKILLS

- Implementation of Accounting Software (QuickBooks, Tally, Sage 50 US/UK, MS NAV, Business Central D365(ERP) with Opening Balances and other Configurations.
 - **Microsoft Office (PIVOT TABLE, VLOOKUP, MACROS, SUMIF AND OTHER FORMULA'S)**, Tally, QuickBooks, and Sage Accounting Software, as well as Microsoft Dynamic Nav, are used for quoting, invoicing, and costing, GL Maintaining and other accounting activities.
 - knowledge of Stock and Services based Accounting System.
 - Understanding of how some IT systems work.
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PERSONAL SKILLS

Management

- Cash management, bookkeeping management, and customer relationship management abilities are all important.
- Customer loyalty programs for acquiring, deepening, improving, and retaining customers.
- Adapting the thinking strategy in order to increase sales.
- Management of credit limitations.

Electronics and Technology

- Kept up to date with the latest technologies and functions.
 - Set up and configure a new accounting Systems (SAS/ERP).
 - Setup Credit Control System.
 - Train to Colleagues related to the work.
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WORK EXPERIENCE

GEO CHEM MIDDLE EAST CPS- DUBAI

June 2020 to Present.

Sr. Account Executive

- Petty Cash and Bank Transactions are recorded and processed.
- To keep track of AR/AP transactions.
- Creating and uploading tax invoices for sales and purchases.
- Accruals and Provisions.
- Reconciliation of bank accounts/Interco/revenue monthly.
- Update to management on revenues and Collections.
- Closing of sales monthly.
- Preparing for financial reports (TB/P&L/BS/CFS/FA/Gratuity).
- Preparing for Schedules Prepaids, Depreciations, Payables, etc.

A2R SOLUTIONS**DUBAI**

Jan 2018 to Jan 2020.

Accounts Clerk Cum Consultant.

- Managing Bank and Cash Transactions.
- Keeping track of sales, purchases, A/P, A/R, and other financial transactions.
- Managing the Reception area and answering incoming calls, directing them to the right person, and taking messages as needed.
- To provide phone support for issues relating to QuickBooks, Sage50 (Peachtree), and Accounts UK.
- Sage 200 and Sage 300 ERP are suitable for beginners.
- To ensure that the office area is kept clean and sanitary.

HDFC BANK LTD.**INDIA**

Sept. 2015- Dec 2017

Senior Sales Officer

- Customer service and cash handling are two of the most important aspects of the job.
- Customers are motivated and trained in various products and customer service.
- Responsible & accountable for branch sales.
- Maintaining and developing customer connections, as well as providing the finest services possible.
- Educate them about banking by bringing on new clients.

Paal Daba (Restaurant)**Chandigarh India**

Apr.2014- March. 2015

Cashier

- To deal with walk-in customers, accept cash and debit cards, process credit card payments, create invoices, and other tasks.
- Encourage customers to try new and varied food products.
- Maintaining customer relationships and offering the finest services possible.

QUALIFICATIONS**Vidya Jyoti Institute Chandigarh****India**

May. 2012-July. 2015

Bachelor of Business Administration

Finance and Marketing

ACHIEVEMENTS

- I have been the Topmost Performer in the team in HDFC BANK INDIA.
 - Have won almost all Contests for achieving targets.
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INTERESTS

- Singing, Listening to Music, Cooking, Travelling, etc.
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PASSPORT & VISA DETAILS

- Passport No. : K0688941
 - Date of expiry : 19/01/2032
 - Visa status : Employment
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(AMIT KUMAR)