

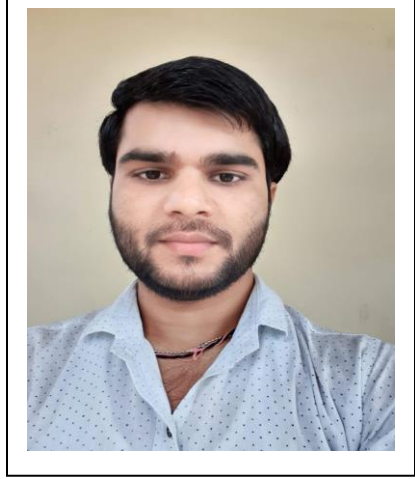
CURRICULUM VITAE

PANKAJ KUMAR THAKUR

Mahua, Vaishali, Bihar.

Mobile No. - **9007808323 / 8013766790**

Email Id- **kumarpankajthakur1993@gmail.com**



CAREER OBJECTIVE: -

To take the job with great sense of responsibility, enjoy the challenges of new situations and to make appositive contribution in the organization.

PERSONAL DETAILS: -

Father's Name	:	Shri Mahesh Thakur
Mother's Name	:	Smt. Indrakala Devi
Address for Communication	:	Vill – Gauspur Chakmajahid, PO & PS – Mahua, Dist. – Vaishali, State – Bihar, PIN – 844122.
Gender	:	Male
Date of Birth	:	27 th July, 1993
Caste	:	OBC (non-creamy layer)
Religion	:	Hinduism
Nationality	:	Indian
Marital Status	:	Unmarried
Languages Known	:	Hindi, English & Bengali
Hobbies & Interests	:	Music, Cricket & Internet Surfing

EDUCATIONAL QUALIFICATIONS: -

- ❖ B.A. (English Hons.) from Himalayan University in 2017 and achieved 64%.
- ❖ 10+2 (Commerce) from West Bengal Council of Higher Secondary Education in 2011 and achieved 63%.
- ❖ Matriculation from Meghalaya Board of School Education in 2009 and achieved 67%.

TECHNICAL QUALIFICATIONS: -

- ❖ PGDCA (Post Graduate Diploma in Computer Applications) from P.K. Computer Aid, Kolkata in 2015 and achieved 88%.
- ❖ Computer Hardware & Maintenance Course from Ramakrishna Mission (Shilpa Vidyalaya), Howrah in 2011 and achieved 82%.
- ❖ Computer Fundamental Course from Ramakrishna Mission (Shilpa Vidyalaya), Howrah in 2010 and achieved 83%.

I.T. PROFICIENCY: -

Microsoft Office Suite (Word, Excel, PowerPoint), E-Mail, OS, System Analysis & Internet Applications, SAP HANA ERP.

Overall Works Experience (in yrs.): 5 years

Key Skills: -

- Invoice and GRN processing
- Cash payment, Journal entries
- Accounting, Purchase entry and Credit note.

Presently working as an Accounts Executive (Accounts & SCM) at Anmol Industries Limited in Hajipur, Vaishali, Bihar from 22nd May 2018 to till date.

DUTIES AND RESPONSIBILITIES; -

- ❖ Works with SAP HANA (System, Applications, and Products in data processing) Software.
- ❖ Generate all Sales invoices and E- way bill based on loading slip.
- ❖ Generate Sales order and follow up the same. Freight Entry of Vehicle maintain in SAP.
- ❖ Maintain daily Finished Goods report in Excel and Update invoice details in Google drive and Daily reports also.
- ❖ Maintain GRN (Goods Receipt Note) of Raw materials, Packing materials and Engg. Store materials.
- ❖ Checking of purchase invoice and match with PO quantity, rate, item, freight, GST rate and further party GST no., name and address, place of supply for IGST transactions and original invoices.
- ❖ Maintaining all documents and files related to purchase of RM, PM and Engg. Store.
- ❖ Check, print and validate billings and invoices. Make entry in Super procure app.
- ❖ Timely preparation and accuracy of Purchase entry and MIS.
- ❖ Prepare and send invoices to Clients and customers.
- ❖ Track, Verify, Send, and reply to mail whenever required.
- ❖ Co-ordinate with accounts receivable and payable department.
- ❖ Process, prepare and complete third-party invoices.
- ❖ Deliver prompt and professional answers via direct contact, email, online chat etc.
- ❖ Book vendor bill through MIRO (Purchase).
- ❖ Preparing Weighment report, FG report, RM & PM stock level report on daily basis.
- ❖ Ensuring timely GRN, voucher posting, transfer posting of packing material.
- ❖ Follow up with purchase department for the said requisition for preparation of purchase order.

CAREER HISTORY; -

1. CSA (Customer Service Associate) at Intelenet Global Services Pvt. Ltd. from 26th Dec. 2016 to 05th Dec. 2017.

DUTIES AND RESPONSIBILITIES; -

- ❖ Worked in the process of Bajaj Electricals Limited.
- ❖ Answer incoming calls and emails in an efficient manner.
- ❖ Identify customer questions, concerns, and overall needs.
- ❖ Provide accurate answers and solutions to customer queries and address customer complaints in a patient manner.
- ❖ Provide excellent customer service to improve business performance.
- ❖ Participate in meetings and activities held to improve customer satisfactions and business performance.
- ❖ Deliver prompt and professional solutions for customer inquiries via direct contact, phone email, online chat etc.
- ❖ Maintain and update customer documentation as needed. Process and track customer claims to ensure claims are resolved timely.

KEY STRENGTH: -

- Energetic, Punctual, Pleasant, and always committed towards work.
- Willingness to learn, take challenges and time management.
- Effective interaction with people, eager to learn and Smart working.
- Resourceful, Creative, ability to work with team spirit and mentoring.
- Ability to present with oneself with confidence and pass on knowledge.

Declaration: -

As such I request you to please give me a chance to serve in your esteemed organization. I will try doing my best for your organization. I hereby declare that all the information furnished above is true to my knowledge and belief.

An early action in the matter is requested please.

With Regards

Date:

Place: Mahua.

Yours Sincerely
(Pankaj Kumar Thakur)