CURRICULUM VITAE



Naveen Kumar
Address : H. No. 22-E, Street No. 5,
Deep Nagar, Patiala (Punjab) 147001
Mobile No. - 98888-08025, 62800-49456
Email ID - thakur.naveen41@gmail.com

Academic Qualification & Professional Record

Education	Board / University	Marks Obtained	Total Marks	Percentage	Passed Year
10th	Punjab School Education Board	524	850	61.65%	2005
12th	Punjab School Education Board	271	500	54.20%	2007
B.Com	Punjabi University, Patiala	1025	2050	50%	2010
M.Com	Punjabi University, Patiala	908	1500	60.53%	2014
MBA (Major Finance & Minor Human Resource)	Lovely Professional University, Jalandhar	645	1000	64.5%	2015

Computer Knowledge

- One year course in Computer Application from Punjab ICT Education Society, Patiala.
  - MS Office Tools, Internet & Email.

- Three months course in Accounting Software from Patiala Institute of Computer Education.
  - Tally 9.0

Seminar

- Participated in Rotary Youth Leadership Award Seminar sponsored by Rotary International District 3090.

Work Experience

- I am working in The Punjab Public School, Nabha as a Assistant Store Keeper from 10

Dec, 2012 to 30 Nov 2019 after that from 01 Dec, 2019 to till date working as a Store Keeper cum In charge of Central store and also perform the duty of Purchase Officer.

- Receiving material from the different supplier and issue to required person / department.
- Communication with different supplier.
- To verify all goods received as per the agreed purchase, delivery note and agreed quantity has been received.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- Prepare the list of monthly statement in Excel. It generally provides idea about how much quantity is required during the month so that purchase the material accordingly.
- Make the comparison statement and sent to the final authority for approval.
- Make the purchase order of approved supplier with the help of comparison statement.
- Liaison with Accounts department to ensure accurate and timely payments of invoices.
- Maintaining the record of receiving and issuing of material both Computerized and manually properly.
- Maintaining the stock accordingly so that FIFO method must be implementing.
- Maintaining the stock in that manner so that stock must be in safe custody and as per the level fixed (Minimum, Maximum, Reorder & Danger level).
- At the end of financial year finalize the stock and carry forward to next assessment year.
- Stock valuation of financial year forward to Accounts department for Balance Sheet.
- Assist the Auditor for Audit.
- Perform any other duties as assigned by the management.

➢ One Year experience in Raj Honda as a Accounts Assistant cum cashier at Patiala.

- Entered the bill at the time of receiving of vehicle with proper detail of Engine no. and Chassis no. in Accounting Software.
- Make the sale voucher with proper detail and also check on ground basis that vehicles are available at our stock which was shown in our record.
- Managing transaction with customers using cash register.
- Scanning goods and ensuring pricing is accurate.
- Collection payments whether in cash or credit.
- Prepare day book on daily basis.

- Six Months experience in Monika Engineers as a Trainee Accountant at Ludhiana.
  - Accounting work in Tally.

Objective

- I am an energetic person with a strong will power and "can do" spirit. I am creative and constantly look for new challenges in life. My ambition is to join group that gives me the opportunity to work in a diverse set of areas and provide me with new avenues to learn.

Future Plan

- To join an organization that can provide me career growth commensurate with my skills and abilities. My ideal job would be challenging my leadership communication and creative skulls while contributing to the success and growth for the company.

Hobbies

- Listening Music, Playing Volleyball and Net Surfing.

Personal Details

Father's Name	:	Mr. Mohan Singh
Date of Birth	:	11th Aug, 1989
Marital Status	:	Married
Language Known	:	English, Hindi, Punjabi
Nationality	:	Indian
Permanent Address	:	H.No. 22-E, Street No. 5, Deep Nagar, Patiala (Punjab) Pin Code : 147001

Declaration

I hereby solemnly declare that all the information given above is true as per my knowledge & belief.

Date:
Place: (Naveen Kumar)