

Panka j Kuma r

+917004520254

ku2sara@gmail.com

Ara, India, 802301

INDIAN

<https://www.linkedin.com/in/pankaj-kumar-28814in29>

PROFESSIONAL SUMMARY

A responsible and committed professional with a strong track record of on-time and high-quality product and professional service. A brief description of my prime responsibilities over the past 9 years includes team management and coordination, project reports generation and analysis.

CORE QUALIFICATIONS

- Confident communication
- Business and marketing expertise
- Customer experience
- Store finance management
- Inventory control
- Financial account management
- Payroll processing

CERTIFICATIONS

- ADCA (Advance Diploma in Computer Application)

ADDITIONAL INFORMATION

- Expertise in Control and Management of Educational Institution & Multi-Cuisine Restaurant.

EXPERIENCE

12/2023- TILL DATE

VISION INDIA (DDUGKY)

RETAIL TRAINER

Training & Development

03/2021 - 03/2022

Indian Oil Corporation

Limited | Chennai, India

Account Executive

- Collated invoices, transaction records and accounting certificates.
- Prepared invoices based on contract terms and distributed to customers.
- Developed proficiency in SAP, FICO as functional stream lead.

02/2019 - 02/2021

ZHENG YUAN MOBILES PRIVATE LIMITED | ARRAH, INDIA

Oppo Experience Consultant

- Prepared rotes and administered payroll for large store.
- Forecasted sales performance to effectively budget and order stock.

01/2017 - 06/2018

MIRACLE TECHNICAL TRAINING COMPANY | ARA, INDIA

English Trainer

05/2013 - 06/2016

EDELWEISS TOKIO LIFE INSURANCE | PATNA, INDIA

Personal Financial Advisor

- Promoted business to increase customer base and grow revenue.

EDUCATION

PATNA UNIVERSITY | Patna, BR
Bachelor of Commerce: Accounting



2008

H.D Jain College | Ara,
BR I.COM: COMMERCE

2006

H.P.D Jain High School | Ara,
BR Matriculation

**LANG
UAGE
S**

English:  **C1**
Hindi: 
First Language Advanced

Hindi: 

C1
Advanced

