



KUNDAN KUMAR

CONTACT

+91 7091231110

Kundansingh10021999@gmail.com

PLOT NO- RZ-62 F/F BLOCK-V, VISHU VIHAR UTTAM NAGAR, NEW DELHI, INDIA

SKILLS

MS Excel , MS Word, PPT, Tally, Internet Surfing



MIS, Document Verification, Typing 45+ wps



Data entry, Data analyst, Sale/Purchase, Etc.



LANGUAGES

ENGLISH



Hindi



HOBBIES



Experienced Purchase Head Accountant with 3 years of proven expertise in procurement, supply chain management, and financial accounting. A strategic thinker with a track record of optimizing purchasing processes, negotiating favourable contracts, and ensuring cost-effective acquisition of goods and services. Proficient in managing vendor relationships, inventory control, and budgeting, while maintaining strict adherence to accounting principles and regulatory requirements.

EDUCATION

10th **2015**
BSEB , Patna, 2nd Division

12th **2019**
BSEB , Patna, 1st Division

BCA: - Bachelors in Computer Application. 2023-25 present
Ignou university, Delhi

EXPERIENCE

Stay Bright Windows (uPVC Door Windows)

05-04-2021 To 11-01-2024

MIS Reporting, Data Entry, Data Analyst, Document Verification, Purchase

Safe & Secure Online Marketing Pvt. Ltd.

07-01-2020 To 31-04-2021

BPO, Outbound / Inbound Calling, Data Analyst