

## CURRICULUM VITAE

**Nitin Kundnani**



“Sundan Sadan”  
Behind Rubber Factory Road,  
Bhimgang Mandi,  
Kota(2) Rajasthan.

Passport No. B6026052  
Expiry Date : 04-01-2034  
Mobile : +917665926132  
E-mail:nk.kundnani@gmail.com

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### CAREER OBJECTIVE

To involve myself with a reputed organization that will provide me an opportunity to contribute my skills to reach the organizational goals and at the same time utilize my capabilities in an effective and efficient way.

### Professional Summary

**Total 19 years work experience as a Accounts Assistant & Back Office Executive.**

### EDUCATION

- B.A. from Kota University.
- Sr. Secondary in Commerce from Rajasthan Educational Board, Ajmer.
- S.S.C from Rajasthan Educational Board, Ajmer.

### SKILLS

- Vast working experience as a Billing Operator
- Profound knowledge of data entry and keyboarding
- Ability to work collaboratively with colleagues
- Ability to assist in various functions
- Ability to work in a fast-paced environment

### Work Experience:

**AMAR PUNJABI EXPRESS, Kota (Raj.) Pvt. Ltd. From AUG-2022 to till date.**

***Designation: Account Executive***

#### ***Responsibilities:***

- All account related work has been done in Tally Prime.
- Swiggy & Zamato Reconcelation.

**Eureka Conveyor Beltings Kota (Raj.) Pvt. Ltd. From Nov 2011 to JULY-22 .**

***Designation: Tally Operator cum back office assistant***

***Responsibilities:***

- Performing Cash Reconciliation, Bank Reconciliation, Sales Bills & Purchase Bill in Tally 9.0
- Managing all banking works related to withdrawing and releasing cheque of our clients as well as preparing bank Guarantee.
- Making the attendance register as per time sheet all staff & employee's.
- Stock inventory and adjustment entries.
- *Submitting the tenders offline & online.*
- *Managing emails & Quotations*

**L.G. Sons Kota (Raj.) (Hindustan Unilever LTD, distributor )( July 2009 to Oct 2011)**

***Designation: Billing Operator***

***Responsibilities:***

- Generating sales bills as per Salesman's order in Unify (online software).
- Making the entry of the purchase bill receipt and other adjustment.
- Maintaining the outstanding of salesman's & clients.
- Working on Tally 9.0 i.e. entry of Sales bills, Purchase and collection entry.
- Generating online purchase order as per requirement.
- Attending Inbound/Outbound calls.

**Tulsi Store (ITC Ltd. distributor), Kota (Raj.), (March 2004 to June 2009)**

***Designation: Billing Operator***

***Responsibilities:***

- Generating sales bills as per Salesman's order in Wings Trade & Siffy (online software).
- Maintained and organized records, files and forms.
- Making the entry of the purchase bill receipt and other adjustment.
- Maintaining the outstanding for salesman's & clients.
- Generating the reports as per the requirement in wings trade.
- Maintaining the salary report and expenses sheet of salesman and supervisor according to their grades and presenting it to ITC for reimbursement.

- Making SPR (sales purchase report) on weekly basis and mail it ITC head office.
- Attending Inbound/Outbound calls.

### **SOFTWARE PROFICIENCY**

- 1 year diploma in Computer Application.
- Basics of MS office (PowerPoint, Excel, Word).
- Accounting Software Tally Prime, Marg , Busy (WINGS TRADE, SIFFY and UNIFY)
- Hindi and English Typing (speed Hindi 40 W.P.M. & English 60 W.P.M.)

### **STRENGTHS**

- Good listener
- Positive thinking
- Quickly grasp and learn new concepts.
- Good communication and approach for team work.
- Self motivator
- Sincere & determination towards work with professional attitude.

### **PERSONAL DETAILS**

- **Name:** Nitin Kundnani
- **Father's Name:** Mr. G.D. Kundnani
- **Date of Birth:** 20<sup>th</sup> November 1979
- **Sex:** Male
- **Marital status:** Married
- **Hobbies:** Playing games, listening to music, watching movies.

### **DECLARATION:**

I hereby declare that all the information provided by me is true to the best of my knowledge

**DATE--**

**Nitin Kundnani**