

SOURAV KUMAR

ADMIN/ACCOUNTANT



PROFILE

Skilled in maintaining accurate records, managing correspondence, and supporting senior management. Proven track record in handling payroll administration.

CONTACT

+91-99887-25755
sourav1629@yahoo.com
07-Dec-1989

EXPERTISE

Tally ERP 9



Typing Speed 40-45 wpm



Data Entry Operator



EDUCATION

Master of Business Administration

Punjab Technical University 2011 - 2013

Bachelor of Computer Application

Guru Nanak Dev University 2007 - 2010

WORK EXPERIENCES

Realvision Studio | Aug 2024 - Present

Office Admin - India

- Handling calls, messages, and customer interactions.
- Assisted in photo/video editing.

➤ **Commander Ship Repair & Marine Engg. Services | Dec 2022 – July 2024**

Office Admin – UAE

- Managed all sales/purchase bills and entered them into Tally Software.
- Monitored incoming payments from accounts receivable and outgoing payments from accounts payable.
- Prepared employee salaries and processed them through the WPS portal.
- Organized travel and accommodation for staff and customers.
- Provided administrative support to Senior Management.

➤ **Ahuja Enterprises | Apr 2022 – Nov 2022**

Accountant – India

- Prepared and filed GST (1 & 3B) returns into the GST Portal.
- Prepared Sale/Purchase Invoice Bills.
- Reviewed expenses and payroll records.
- Assisted with audits, ensuring accuracy of all financial records.
- Reconciled bank statements and customer ledger entries.

➤ **Align on Demand | Dec 2021 – Mar 2022**

Load Zone Attendant at Expo 2020 – UAE

- Provided excellent customer service to all encounters.
- Provided primary customers support to internal and external customers.
- Aided customer's paying attention to special needs and wants.
- Reported any suspicious or unauthorized parking to the authorities.

➤ **PJ International Company | Jan 2014 – Nov 2021**

Account Assistant cum Import/Export Coordinator – India

- Prepared and reviewed shipping documents.
- Coordinated and managed all import and export activities.
- Coordinated with freight forwarders and customs brokers.
- Resolved any issues that arose during the shipping process.
- Conducted regular audits of import and export processes.
- Prepared and filed GST (1 & 3B) returns into the GST Portal.
- Examined bank statements and reconciled them with general ledger entries.
- Entered receipts and payment entries.
- Ensured proper documentation and labelling of shipments.

Signature _____