**SHIV KUMAR** B-2/131 Sultan Puri

New Delhi-110086

Mobile No.-9716786221

[Email-shivk042@gmail.com](mailto:Email-shivk042@gmail.com)

Career Objective

Looking forward to work in a lively and competitive environment where I can use my personal skills professionally for the benefit of the organization, accept challenging assignments and can learn more through guidance and experience.

Academics Qualification

* 10th passed from CBSE BOARD.
* 12th passed from CBSE BOARD.
* Graduation from Kanpur University.

Professional Qualification

CIA+ Course from Institute of Computer Accounts of 1 year

1. Knowledge of MS-Office
2. Word, Excel with Advance Functions, PowerPoint, Outlook
3. Knowledge of Accounts
4. Journal entries & books of accounts
5. Depreciation & stock valuation
6. Accounts Documents & BRS
7. Final accounts
8. Knowledge of Tally ERP
9. Creation , Modification & Deletion- Company , Group & Ledger
10. Accounting vouchers & Inventory Entries
11. Company merging & splitting

Professional Experience

Company: **Religare Securities Limited**, New Delhi (26 NOV 2013 to till date)

Religare Securities Limited is the channel partner of NSDL for input Data of UIDAI and PAN card details for the customers who, have applied for the PAN card on national level.

Position: executive

Company: **Alankit Assignments Limited**, New Delhi (12 DEC 2005 to 18 OCT 2013)

Alankit Assignments Limited is the channel partner for NSDL for input of Data of PAN card details for the customers who, have applied for the PAN card on national level.

Position: executive

Job Profile

* + 1. UIDAI (UNIQE IDENTIFICATION AUTHORITY OF INDIA).
* Day to day follow up and coordinate with different teams to ensure timely flow MIS.
* Weekly & Monthly Quality analysis of the process.
* Accountable for assisting in MIS Reporting.
* Analysis of raw data to identify new performance metrics.
* Good hands on with Excel tools like V-Lookup, H-Lookup, Pivot, Charts & Graphs.
* The candidate will be responsible to maintain IN/OUT and Dispatch of the inventory and its MIS reporting to the management.
* Responsible for Preparation & Maintenance of the MIS Reports on Daily, Weekly & Monthly metrics.
* Maintained and updated journal entry and document records.
* Strong skills in maintaining accurate Excel spreadsheets.
* Imported and Exported data from spreadsheet, using SQL, ODBC and XML.
* Exceptional ability to complete Monthly updates based on Project Timeline.
* Excellent Excel Skills, including VBA, use of ranges and XML import and export.
* Excellent Communication and Documentation Skills.
* Telephonically and team viewer support branches about any Technical issue.
* Enrollment Data uploading on government Website Portal.
* Portal activation and portal management.
* Coordinate with aadhar Tec support.
  + 1. PAN Department.
* Prime job is to receive PAN Data coming from various branches of all over India through emails.
* Matching the application number of digitize data to the physical application form and making their batch (lot/bunch) files.
* Generation and Validation of PAN Applications.
* Providing training to the New Staff and Branch staff.
* Verification of the PAN Applications & Uploading of the Data file on the NSDL Server.
* Generate File of daily rejection for upload into the NSDL website. So that client can track status on the site.
* Management of All rejected PAN Application of all the Branches spread in India.
* Generating Letter for client to inform them about rejection of their application.
* Handling client queries regarding rejected PAN Applications and PAN Application process.
* Re-verification of rejected PAN Applications.

PERSONAL DETAILS

Name : Shiv Kumar

Father’s Name : Sh. Pardeshi Ram

Date of Birth : 06/10/1984

Marital Status : Married

Language Known : Hindi, English

Hobbies : Playing Cricket, Reading Newspaper

DECLRATION

I hereby declare that the above information is true to the best of my knowledge.

**Date : -**

**Place : -**   **(SHIV KUMAR)**