

KAVINDRA SINGH

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Address for correspondence: T3/603 Jindal Housing Colony, Punjipathra Raigarh, Chhattisgarh - 496109

Permanent Address: Village Nunera Post Angani, Dist. Pauri Garhwal, Uttarakhand - 246155

Administrative Assistant & Accounts with 15+ years experience general accounting, staff salary, EPF & ESIC, office administration, complaints resolution, inventory management, data management, book keeping and record keeping. Proficient in working with **Tally ERP9 software and PFMS Portal**. Effective leader with and ability to empower management and lead teams to achieve organizational objectives. Seeking a similar position in a reputed organization.

Seeking a suitable position as **Assistant Manager Accounts/Administration** in a progressive organization.

CAPABILITIES

- **Strong background in bookkeeping** includes General Ledger, accounts payable and accounts receivable.
- **Adeptly** handle administrative tasks including office management, clerical tasks, back-office duties and all tasks necessary to keep the office running smoothly.
- **Superior work ethic**. Accustomed to long hours in pursuit of organizational goals.
- **Organized and efficient**. Skilled at managing multiple tasks with competing priorities.
- **Excellent** communication and interpersonal skills. Demonstrate creativity, initiative, good judgment and the ability to express thoughts clearly and simply. Work well under pressure and stress.
- **Prepared** complex financial statements, various reconciliation reports for higher managers.
- **Initiated** a series of internal system and operational changes to capitalize on emerging technologies and application enhancements, increasing efficiency and productivity.
- **Analytical Skills** - Skillful at processing data and information, keeping records, and tabulation.
- **Effective** language skills, excellent Hindi, English and Garhwali especially written, combined with interpersonal strengths and a high degree of professional integrity.
- **Computer Skills**: Proficiency in Microsoft Office (Word, Excel, PowerPoint), Tally ERP9.

AWARDS AND ACHIEVEMENTS

- Received 5 Years Service award in SYNA International School, Katni, MP in 2012
- Supervised the CBSE West Zone Chess Championship in SYNA International School Katni, MP in 2010
- Supervised the Annual Day Programme, Exhibition, Fete, Sports Day and other day to day activities held at SYNA International School Katni, MP from 2007 to 2013.

PROFESSIONAL WORK EXPERIENCE

Officer Accounts & Back office (Admissions coordinator)

June 2014 to present

O P Jindal Community College, Raigarh, Chhattisgarh

- Assist the CA (F&A) and performed general office duties and administrative tasks.
- Perform all accounting operations including staff salary, bill invoicing, payments, book keeping and record keeping in Tally ERP9.
- Maintain all files and computerized accounting databases.
- Manage petty cash transactions.
- Opening of EPF & ESIC Accounts of Newly recruited Staff.
- Conduct Student Data Management.
- Perform all accounting operations of **DDU-GKY Project** including staff salary, candidate PPS, Insurance Payment and Vendor Payment in PFMS Portal.

Office In-charge

Indian School, Raigarh, Chhattisgarh

Jul 2013 to May 2014

- Assisted the Director and performed general office duties and administrative tasks.
- Assisted the Accountant and handled the front office.
- Maintained the daily attendance of the staff, accounts of the students and school bus gate pass in Tally ERP 9.

Maintenance & Store In-charge

SYNA International School, Katni, Madhya Pradesh

Aug 2007 to June 2013

- Assisted the Administrator.
- Assigned duties and maintained daily Schedule of and roster of group 'D' employees.
- Handled complaints of the entire school and ensured their timely rectification.
- Maintained the Store Inventory in Tally ERP 9 and placed orders for all requirements.
- Maintained records of all bills of the store and hostel students.

Office Assistant - SIDCUL Uttaranchal

Assisted the Office Superintendent

Apr 2007 to Jul 2007**Office Assistant – Sainik School Nagrota, J&K**

Assisted the Office Superintendent

Apr 2004 to Mar 2007**PROFESSIONAL AND EDUCATIONAL QUALIFICATIONS**

- B A - Mahatma Gandhi Kashi Vidyapith Varanasi (UP) - 2009
- 12th class - JIC Kilboukhal (Uttaranchal Board) – 2002
- 10th class - Government High School Kulanikhal (UP Board) - 2000

PROFESSIONAL QUALIFICATIONS

- Diploma in Computer Application From Asia Life Line Institute, Jammu in 2006

PERSONAL DETAILS

Father's Name : Late Shri Hari Singh

DOB: 16-10-1984

Gender: Male

Marital Status: Married

Nationality: Indian

Hobbies: Singing, Listening Music, Travelling, Movies

References : Available upon request.