

VINAY KUMAR

Flat no. 65A, DDA Flats, Pink Apartments, Pkt-6/2, Dwarka, Sector - 1A, New Delhi-45.

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To have a challenging and demanding career in an organization wherein each day is like a learning experience in itself. The effort is geared towards ultimately seeing me occupy a position of leadership and prominence.

ORGANISATIONAL EXPERIENCE

Organization : **Spontey Computer Systems Pvt Ltd. – Gurgaon.**

Designation : **Accounts / Admin Executive.**

- Handling overall Accounts / Administration Operations.
- Managing & Preparing Employees Salary Payroll / Slips, TDS, Income tax and other such Accounts Documents maintenance.
- Managing Company - Expense Voucher, Billings, Purchases and other such Liaisons works.

Organization : **Chefline Associates Pvt Ltd., Janakpuri, New Delhi.**

Designation : **Office Manager.**

- Managing Head Office Emails, Clients Relationship & Data maintenance.
- Managing & Preparing Invoices, Billings against Dispatchment of Goods.
- Managing Company - Banking, Import Procedure & Documentation, Purchases, Account – Issuance & Receipt of C Forms, and other such Administration and Liaison works.

Organization : **NVR Associates Ltd. (Reliance Communication Ltd.) - Connaught Place.**

Designation : **Sr. Executive**

Delhi & NCR Circle for Fraud Management and Recovery Deptt.

- Coordinator for all Delhi & NCR- Circles.- Recovery Deptt.
- Coordination with HO, Clusters, warehouses for details of suspected fraudulent subscribers.
- Implementing Dunning action on proved Fraud cases.

Organization : **Team Hr-Services Ltd. (ICICI Bank Ltd.)**

Designation : **Processing Officer.**

CPU (Central Processing Unit), Videocon Tower, Jhandewalan, Delhi

- Processing of Loan application .
- Checking of documents as per the policy (NDC-Non-Discrepancy Checking) with application forms
- Preparing & Handling of DM's (Disbursement Memorandum) after credit approval of loans.
- Handling queries relating to the errors in the documentation with the market.
- Coordinating with the Credit Manager and the sales team for proper flow of business.
- Maintaining all records of Disbursal cheques of the associates.

Organization : **ADFC Pvt Ltd. (HDFC Bank Ltd.)**
Designation : **Junior Officer.**

TBG-OPS (Transactional Banking Group) Operations, Connaught Place

- Processing & checking of all technical aspects of applications such as RBI Bonds, Shares, Income Tax, DDA payment, IPOs, Mutual Funds, etc.
- Data entries of all applications in their respective software.
- Worked in Gurgaon Branch in Clearing Section thereby handling all outwards as well inwards clearing of cheques.
- Visiting Clearing house in SBI Gurgaon for All Bank Cheque Clearance Session.
- Data entries of all inwards and outwards clearing cheques, signature verifications, crediting and debiting the local client's accounts.
- Preparing all debits and credits accounts ledger of day to day activity and maintaining of all records of inwards, outwards and outstation cheques.

EDUCATION

- Pursuing PGDM (Post Graduate Diploma in Management) from AIMA, Lodhi Road.
- Graduate in Bachelor of Arts from University of Delhi, New Delhi – Year 2000
- Certificate Course in Computer Application from ET&T (Govt. of India) – Year 2000.
- Intermediate (Science stream) from Naval Public School - Chanakyapuri, CBSE Board, New Delhi. – Year 1994.
- Matric from Naval Public School -Chanakyapuri, CBSE Board, New Delhi – Year 1992.

KEY SKILLS

- Expert in Ms-Excel, Email, Data Maintenance, Customer Care Officer, Administration Officer.

PERSONAL DETAILS

Father's Name : Sh. Des Raj (Ex-Navy)

Date of birth : 24th October, 1976.

Marital status : Married.