

Shyamsunder Verma

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Objective

Dynamic professional with a proven track record in leveraging skills to drive organizational success. Adept at problem-solving and strategic planning, demonstrating an ability to deliver results in challenging environments. Committed to continuous Improvement and innovation, Seeking opportunities to contribute effectively to team

Experience

- ELECTRONIC HUB (WAREHOUSE)** Feb 2021 - Oct 2022
COMPUTER OPERATOR
Key Responsibilities :
 - Invoice generation and E-way bill creation
 - Inventory control for incoming and outgoing goods
 - Accurate processing of purchase and dispatch entries
- Desiccant India LLP** Oct 2022 - Mar 2023
DATA ENTRY OPERATOR
Key Responsibilities :
 - Generated invoices, e-way bills, and managed inventory for incoming/outgoing goods.
 - Handled purchase and dispatch entries with accuracy and efficiency.
 - Successfully maintained financial records, ensuring compliance and timely reporting.
- MCB Testing Laboratory** Mar 2023 - Dec 2024
ASSISTANT ACCOUNTANT
Key Responsibilities :
 - Invoices, Quotation, PI, & Etc.
 - Employees Payroll.
 - Maintained accurate records.
 - Delivered high client satisfaction through accurate billing.
 - Generated Testing Certificates based on detailed testing reports.
- K95 Foods Private Limited** Dec 2024 - Contd.....
ACCOUNT EXECUTIVE
Key Responsibilities :
 - Genrate Invoices, Proforma invoices, & etc.
 - Processed payments and updated financial records.
 - Resolved overdue invoices and unpaid accounts.
 - Maintained accurate financial accounts.
 - Managed accounts payable and receivable.
 - Prepared payments for utilities, taxes, and expenses.
 - Administered Payroll, Ensuring timely and accurate payments to employees.
 - Handling Petty Cash.

Education

- CENTRAL BOARD OF SECONDARY SCHOOL** 2018
10th
61 Percent
- BALAJI INSTITUTE OF ADVANCE STUDIES** 2019
BASIC COMPUTER COARSE (HARDWARE & SOFTWARE)
A
- NATIONAL INSTITUTE OF OPEN SCHOOLING** 2020
12th
68 Percent

Skills

- Typing Speed (45+ WPM)
- Microsoft Office
- File Management
- Payroll Operations
- Financial Statement Preparation
- Accounts Payable and Receivable
- Cost Accounting
- Payroll Processing
- Invoice Generation
- Statement Reconciliation

Interests

- Listening to Poetries
- Listening Devotional Songs

Languages

- Hindi
- English

Personal Details

- Date of Birth : 28-March-2003
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Gender : Male
- Father's Name : Subodh Kumar

Hobbies

- Computer Typing



SHYAMSUNDER VERMA