

## **HIGHLIGHTS OF SKILLS AND EXPERIENCE**

- Experience in managing financial and administrative functions
  - Excellent written and oral communication skills
  - Effective presentation skills and excellent networking capabilities
  - Organized events, campaigns for business relations
  - Certificate of attending the Symposium on "New trends in Sickle Cell disease" held at Community Health Centre, Arang, Chhattisgarh on 05<sup>th</sup> August, 2018
  - Letter of appreciation of work during the hour of crises arising out of unprecedented floods in village of Arang block on Aug, 2018 in Chhattisgarh
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## **PROJECT**

### **Major project on developing College Management Website**

This project is aimed at developing an online intranet college management system that is of importance to either an educational institution or college. This website can be used to monitor attendance of students and staff

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## **PROFESSIONAL EXPERIENCE AND KEY ACHIEVEMENTS**

**Organization: Kundnani Finance**

**Designation: Manager- Administration & Marketing (January 2013 – 2019)**

**Key Responsibilities:**

### **Administration and Finance**

- Process petty cash payments, prepare statements for replenishment of petty cash; also responsible for safe custody of petty cash & Financial aspects of the company
- Preparation of financial management reports and reconciliation of vendor accounts
- Process local travel advance, travel claims and other reimbursement claims of staff ensuring payments/ adjustments are in accordance with financial rules and regulations.
- Review invoices from vendors, certify cost calculations, financial accuracy and adherence to financial rules and regulations. Following scrutiny, scan all relevant financial documents for payment processing.

### **Procurement**

- Raise & Process Purchase Orders in Oracle software
- Ensuring cost effectiveness in overall functioning of office
- Manage procurement process for the office

### **Human Resources (HR)**

- Take care of recruitment process for office
- Maintaining the HR database and all the personnel files
- Maintain the staff leave details
- Address any HR issue in the office



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## PERSONAL EXPERIENCE

- Support to local NGOs in preparation of project proposals, translation work.
- Documentation of field reports, evaluation reports, progress reports etc
- Scrutiny of reports prepared (minutes of meetings / monitoring reports etc)

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## QUALIFICATIONS

**Course Certificate in .NET and ORACLE from NIIT, Kolkata (Batch of 2020)**

**Bachelor of Engineering** (Specialization: Computer Science)

**Institute:** Disha Institute of Management and Technology', Raipur (C.G.), University- Chhattisgarh Swami Vivekananda Technical University, Durg, Chhattisgarh (India) (2009 batch)

**Percentage marks: 56%, CPI: 6.30 (Cumulative Point Index, Max-10)**

**Higher Secondary School Certificate Examination (12<sup>th</sup> Standard):**

**School:** Holy Cross H.S School, Byron Bazar, Raipur, Chhattisgarh (India) class of 2009

**Percentage marks: 65.8%, Grade: A**

**High School Certificate Examination (10<sup>th</sup> Standard):**

**School:** Holy Cross H.S School, Byron Bazar, Raipur, Chhattisgarh (India) class of 2006

**Percentage marks: 69%, Grade: A**

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## PERSONAL INFORMATION

**Nationality:** India

**Languages:** Fluent in Hindi, Bengali & English. Also understand the local dialects of Chhattisgarh.

**Computer Proficiency:** Working knowledge and experience of Microsoft office 2013 and Internet along with working experience of .NET, C++, ORACLE

**Date of Birth:** 20 June 1990

I hereby affirm that the above-mentioned information furnished by me is true to the best of my knowledge and beliefs.

Apoorv Paul

