

	<p style="text-align: center;"><b>[Accounts &amp; Finance]</b></p> <p style="text-align: center;"><b>Industry Preference: Trading and Services</b>  <b>Location Preference: Delhi-NCR,( Gurgaon )</b></p>
<p><b>HEMANT KUMAR</b>  <b>Mobile: +91-7011403655</b>  <b>E-Mail: hemant.18602@gmail.com</b></p> <p><b><u>Core Competencies</u></b></p> <p>Banking management  Bank Reconciliation  Payable reconciliation  Cash Flow  Account Reconciliations  Foreign LC and Inland LC Credit open and Payment  Document arrangement for Merchandise LC Payment</p> <p><b><u>Academic Details</u></b></p> <ul style="list-style-type: none"> <li>● <b>Matriculation</b> Passed Matriculation from Bihar Board Year -2002</li> <li>● <b>Intermediate</b> Passed Intermediate from Bihar Intermediate education council Patna Year-2006</li> <li>● <b>Graduation</b> Passed Graduation B.A from Babasaheb Bhimrao Ambedkar Bihar University</li> </ul>	<p><b><u>Profile Summary</u></b></p> <ul style="list-style-type: none"> <li>● Accountant with excellent knowledge of financial reporting and accounting offering <b>over 10year</b> of experience</li> <li>● Gained exposure in <b>liaising with banks</b> for day-to-day cash requirements as well as collections &amp; remittances; Letter of credit; Bill Discounting &amp; LC Bill discounting.</li> <li>● Issued, advised, amended, and negotiated import and export letters of credit associated clients in determining letter of credit terms and ensured compliance with credit and trade policies.</li> <li>● Follow Accounts payable and arrange all payments before the due date.</li> <li>● Reconciliation of bank accounts and prepare cashflow report.</li> <li>● Prepare accounts payable aging report and trade loan report.</li> <li>● Submit supportive documents to the bank for trade loan and overseas payment.</li> <li>● Proven capability in professional judgment dealing with disclosure of information in financial reporting.</li> <li>● Proficient in preparing &amp; maintaining <b>books of accounts and reconciling financial statements</b> in compliance with the norms to present a true and fair view of the financial position of the company.</li> <li>● Team-based management style coupled with zeal to drive visions into reality.</li> </ul> <p><b>Accounting Software:</b> Tally- 9.0 ERP, 7.2 and FCA Integral accounting Software</p> <p><b>Operating System:</b> Windows XP, Windows 7</p> <p><b>Software Packages:</b> MS Office 2010, Adobe Reader, Internet Applications, FCA Accounting Software</p>
<p><b><u>Personal Detail</u></b></p> <p><b>Name - Hemant Kumar</b></p> <p>Father's Name - Krishnandan Singh</p> <p>Date of Birth - 01-01-1987</p> <p>Religion - Hindu</p> <p>Marital Status - Married</p> <p>Language Known-English, Hindi</p> <p>Permanent Address - MVN  Athens, Tower 8 , Flat No 706 Sohna  Gurgaon, Haryana -122103</p>	<p><b>Organization working-Nexg Devices Pvt Ltd as Senior Executive from August 2021 to till now.</b></p> <p><b>Origination -Benefits Plus Media Pvt Ltd - as consultant from April 2018 to July-2021</b></p> <p><b>Origination -Data Max- as Executive from April 2013 to March-2018</b></p>