



Bimlendra Kumar

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Profile

To secure a position within an esteemed organization where I can leverage my skills, knowledge, and intelligence to contribute meaningfully, while continuously striving for self-improvement and professional development. Through dedication and perseverance, I aim to attain excellence and stability in my career, ultimately reaching the highest echelons of success. My commitment to lifelong learning and adaptability ensures I remain agile in an ever-evolving professional landscape, driving both personal and organizational growth.

Work Experience

08/2011 – Present

Program Accountant (Executive, Accounts & Admin) Hope Worldwide (NGO for Children's Education and Welfare)

Job Responsibilities:

Accounting:

- Execute meticulous entry of receipts and payments in Tally ERP 9, ensuring accuracy and completeness of financial records.
 - Conduct bank and vendor reconciliations to validate transactions and maintain financial integrity.
 - Facilitate timely payments for PF/ESIC and TDS, adhering to regulatory guidelines.
 - Prepare comprehensive financial reports, aligning income and expenses with organizational budgets and donor requirements.
 - Maintain detailed spreadsheets to track all income and expenses, supporting financial transparency and decision-making.
 - Oversee fixed assets verification processes to safeguard organizational assets and ensure compliance with auditing standards.
 - Collaborate in the preparation of annual budgets and actively participate in their implementation.
 - Assist in the finalization of accounts, contributing to the accuracy and completeness of financial statements.
 - Manage the preparation and uploading of salary entries in Tally, ensuring payroll accuracy.
 - Develop monthly cash flow charts to facilitate informed financial planning and resource allocation.
- ##### HR & Admin:
- Coordinate the timely submission of leave records to the head office, maintaining accurate records for all employees.
 - Facilitate the processing of PF and ESI details for new hires, ensuring compliance with statutory requirements.
 - Maintain comprehensive employee records, including attendance, performance evaluations, and personal information.
 - Prepare PF withdrawal forms and full and final settlement documents for departing employees, adhering to legal procedures.
 - Provide oversight of administrative functions, including facility maintenance, utilities management, and procurement for program activities.
 - Supervise various administrative tasks, including cleaning and maintenance, water and electricity supply management, and arranging mid-day meals and clothing for children.

11/2010 – 07/2011

Executive HR Operations ATS Services Pvt. Ltd.

Job Responsibilities:

- Maintain meticulous records of employee and client documents, ensuring accuracy and confidentiality.
- Develop and manage trackers to monitor the status of employee and client documentation, facilitating timely updates and submissions.
- Prepare and distribute offer letters and appointment letters following employee onboarding, ensuring compliance with company policies and legal regulations.
- Conduct HR orientations to acquaint new employees with company culture, policies, and procedures, fostering a smooth transition into the organization.
- Provide comprehensive information about the company and its norms during orientation sessions, addressing queries and clarifying expectations.

Work Experience

01/2009 – 10/2010

Computer Teacher & Office Assistant KID-ZEE Public School

Job Responsibilities:

- Instructed students in computer literacy, delivering engaging & informative lessons tailored to different learning styles.
- Developed & implemented curriculum plans for computer education, ensuring alignment with educational standards and objectives.
- Provided technical assistance & support to students and staff on computer hardware & software applications.
- Assisted with administrative tasks, including maintaining student records, managing correspondence, and organizing school events.
- Supported office operations by handling routine clerical duties such as filing, data entry & answering phone calls.
- Collaborated with colleagues to foster a positive learning environment & promote student success.
- Participated in professional development activities to enhance teaching skills & stay abreast of advancements in educational technology.

05/2002 – 12/2008

Quality Analyst, Operations CITIFINANCIAL

Job Responsibilities:

- Prepared comprehensive quality reports by meticulously analyzing operational data.
- Conducted thorough data checks to ensure accuracy and compliance with established standards.
- Provided detailed feedback to relevant personnel regarding discrepancies in data entry, both pre and post authorization.
- Implemented corrective measures to address data inaccuracies and improve overall data integrity.
- Collaborated with cross-functional teams to streamline processes and enhance operational efficiency.
- Maintained proficiency in industry regulations and best practices to uphold quality standards.
- Contributed to the development and implementation of quality assurance procedures and protocols.

Education

1997

10th Matric from Bihar Board

1999

12th Bihar Board

- Accounts, ECO, RBH, ENG.

2015

New Delhi

B.Com IGNOU

- Account, Economics, Business Organization

2020

New Delhi

Accounts | M. Com IGNOU

Khanpur, New Delhi (1 year)

Computer Applications | Diploma

Laxmi Nagar

Certificate in GST, Tally.9 ERP, Advance Excel

Skill Graph



Accounting Software
Proficiency (Tally ERP
9)



Procurement &
Inventory
Management



Communication Skills
(Verbal & Written)



Employee Leave &
Benefits
Administration



HR Record
Management



Administrative
Coordination



Cash Flow Analysis &
Management



Payroll Management
(Salary Entry &
Processing)



Accounts Finalization
Assistance

Languages & Computer

– LANGUAGES

English



Hindi



– COMPUTER

MS Office (Word,Excel)



Internet ,Email



Computer Skills

- Microsoft Office suite
- Tally.ERP 9
- GST (Goods and Services Tax)
- TDS (Tax Deducted at Source)
- TCS (Tax Collected at Source)
- Excise
- Income Tax procedures and return filing
- Advance Tax calculations
- Other statutory compliance tasks
- PF (Provident Fund)
- ESI (Employee State Insurance)
- Bonus calculations
- Gratuity management
- MIS (Management Information Systems)
- Advanced proficiency in MS Excel.

Certification

Accounts with Taxation

Suneha Institute

New Delhi (2 months)

Tally with GST –Advanced Excel & Return Filing

F1 Macro Technologies

Laxmi Nagar, New Delhi (6 months)

Strengths

Executive: Leadership # Strategic thinker # Decision maker Accountant: Detail oriented # Analytical skills
Financial expertise Admin: Organized # Efficient # Communication skills # Attention to detail # Positive attitude
Accuracy # Dedicated # Decision making

Hobbies



Exploring distant lands



Getting lost in a good book



Capturing moments



Feeling the music



Every kind of sport