



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **SURITARUNKUMAR**

Home Address(es) **H.NO. B-11/125, MOH. INDIRAPURI, NEAR; GOPAL KOHLU, DISTT.
NAWANSHAHAHAR**

Telephone(s) **Mobile: 91-9815643089 (R) Mobile: 7707849927 (M)**

E-mail **TARUN_SURI77@YAHOO.IN/TARUN_SURI06@YAHOO.IN**

CarrierObjective(s) **MY OBJECTIVE IS TO ACHIEVE EXCELLENCE, PUNCTUALITY, RELIABILITY, QUALITY, PERFECTION IN WORK & WORKPLACE & TO EXPLORE SELF-HIDDEN POTENTIALS, BY COMBINING HARD WORK & CREATIVITY & OPPORTUNITY.**

Nationality **INDIAN**

Date of birth **11/11/1977**

Gender **Male**

Passport details **R5431716**

Desired employment / **ACCOUNTANT**
Occupational field

Work experience

Previous Company **J&P OVERSEAS LTD. QATAR W.L.L.**

Office Address(es) **J&P OVERSEAS LTD. BUILDING 163, NUAJJA, ROWDATH AL KHEIL STREET 330,
41 AL HILAL WEST, QATAR.**

Dates **FEB.10th,2014 TO JUNE, 2018**

Occupation or position held **ACCOUNTANT**

Job Responsibilities

- **Receives copies of spare parts Demand Note (SPD), Purchase Order (PO), Delivery Notes & files copies of reference separate purchase order awaiting receipt of materials.**
- **Preparation of internal Memo, documents filing, maintain of registers, on different transactions, procuring of courier materials & preparation of reports timely transactions.**

Receiving Of Materials To warehouse

- **Checking materials in the store against Delivery Notes & LPO. If, any discrepancy found making at the inspection notes & assisting material engineer for checking materials.**

- Preparation spare receipt vouchers (SRV's.), Material Direct issue Vouchers(MDIV's.),
- Overseas receipt & Direct issue Vouchers, Generating & printing of cash, credit & other reports in the SAP system software & binning

Stock Control & Inventory Procedures

- Entry of receipt, issues & inventory transaction to SAP ERP system. Preparation spare parts order on reaching order level of items, by checking bin card status & user requested items.
- Fixing or max-minimum & order level to materials with material engineers.
- Preparation of status sheet for periodical & perpetual inventories.
- Stock taking & inventory discrepancy checking.
- Preparation of reports on all transactions & cost of spares, preparation of internal memos & reply & confirmation of document copies to concerned departments.

Dates **JULY, 2011 TO JAN. 2014**

Occupation or position held **ACCOUNTANT & AUDIT EXECUTIVE**

Main activities and **TO MAINTAIN ACCOUNTS WORK AND AUDIT ACTIVITIES**

Responsibilities **TO MAINTAIN ACCOUNTS WORK AND AUDIT ACTIVITIES AND FILING ITR's OF CUSTOMERS**

Name and address of employer **KAMAL SETHI & ASSOCIATES (CHARTED ACCOUNTANTS) NAWANSHAHR**

Dates **JANUARY, 2007 TO JUNE, 2011**

Occupation or position held **SALES EXECUTIVE (HOME LOAN & LOAN AGAINST PROPERTY)**

Main activities and **MAINTAIN CASH & ACCOUNTS ON TALLY & TO LEAD 5 TO 8 SALES**
responsibilities **EXECUTIVES .**

Name and address of employer **PURI FINANCIAL SERVICES, RAILWAY ROAD, NAWANSHAHR (PB.)-144514**

Type of business or sector **FINANCE SECTOR**

Dates **APRIL, 2000 TO MARCH, 2006**

Occupation or position held **ACCOUNTS MANAGER**

Main activities and **MAINTAIN CASH & ACCOUNTS ON TALLY.**
responsibilities

Name and address of employer **RAMAN SHARMA & ASSOCIATES, RAJAMKT. KOTHI ROAD, DISTT. NAWANSHAHR -144514**

Type of business or sector **F.I & COLLECTION AGENCY OF ICICI & HDFC BANK LTD.**

Visa Status **NOW IN INDIA & NEED SPONSORSHIP**

Education

Dates	1992TO 1993
Title of qualification awarded	10TH
Name and type of organization providing education and training	GOVT. HIGH SCHOOL, DISTT. NAWANSHAHAHAR

Dates	1994TO 1995
Title of qualification awarded	12TH
Name and type of organization providing education and training	GOVT.HIGHSCHOOL, DISTT. NAWANSHAHAHAR

Dates	1999 TO 2000
Title of qualification awarded	B.COM
Name and type of organization providing education and training	R. K. ARYA COLLEGE, DISTT. NAWANSHAHAHAR

Personal skills and competences

Mother tongue(s)	PUNJABI
Other language(s)	HINDI, ENGLISH

Technical skills and competences	COMPLETED FINANCIAL ACCOUNTING PROGRAMME FROM TALLY INDIA PVT. LTD. UNDER LEARNING CENTRE OF INFINITY SOLUTIONS, RLY.ROAD, NAWANSHAHAHAR.
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- EXPERIENCED IN COMPUTERIZED ACCOUNTING AS WELL AS MANUAL ACCOUNTING, VAT, INCOME TAX RETURNS FILING, MS WORD, EXCELL, POWER POINT, WINDOWS ETC.

Indian Driving Licence	YES
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