

RAHUL KUMAR

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Detail-oriented and results-driven Office Administrator and Accountant with over a year of experience in financial management, administrative operations, and client relations. Proficient in Tally Prime, Advanced MS Excel, and data management tools, with a proven track record of streamlining processes, ensuring compliance, and enhancing operational efficiency. Skilled at analyzing financial data, optimizing workflows, and delivering actionable insights to drive organizational success

WORK EXPERIENCE

Administrative /Backoffice Assistance

AK Overseas pvt ltd | December2024 – present

- Processed invoices, reconciled accounts, and maintained accurate financial records, **reducing discrepancies by 20%**.
- Managed **vendor payments and purchase orders**, optimizing cash flow and supplier relations.
- Implemented an efficient document management system, improving data retrieval and record-keeping accuracy.
- Conducted bank reconciliations and **monitored account balances**, ensuring financial transparency.
- Handled customer inquiries related to billing and transactions, achieving a high resolution rate.
- Coordinated with auditors and finance teams to ensure **smooth internal and external audits**.

Administration Executive

R.K. Education Centre/Sunrise logistic | January 2022 – August 2024

- **Oversaw accounts payable and receivable**, ensuring smooth financial operations.
- **Prepared and analyzed financial reports**, including balance sheets and income statements, to aid in decision-making.
- **Maintained the school's portal system**, efficiently managing student fee structures and data updates.
- **Streamlined invoice and payment processing**, reducing delays by 20%.
- Collaborated with the management team to **optimize administrative workflows**, saving 10 hours weekly.
- Helping staff on **document management best practices**, improving overall accuracy.
- Conducted periodic **internal audits of student fee payments**, ensuring 100% accuracy in records.
- Coordinated with external auditors to ensure compliance with regulatory standards during **annual reviews**.

SKILLS

- **Financial Management:** Proficient in accounts reconciliation, invoicing, and financial reporting.
- **Tally Prime Expertise:** Skilled in using Tally Prime for accounting and financial tasks.
- **Advanced Microsoft Excel:** Experienced in creating pivot tables, charts, and complex formulas.
- **MS Office Suite:** Strong proficiency in Word, Excel, PowerPoint, and Outlook.
- **Data Management:** Adept at organizing and maintaining accurate records.
- **Workflow Optimization:** Demonstrated ability to streamline processes and improve efficiency.
- **Client Relations:** Strong interpersonal skills to ensure client satisfaction and engagement.
- **Time Management:** Highly organized and capable of managing multiple priorities simultaneously.

EDUCATION

- **Bachelor of Computer Applications**
Makhanlal Chaturvedi University, Bhopal **2014 – 2018**
- **Bachelor of Education**
Dayanand Dinanath College, Kanpur **2021 – 2023**