



ADARSH KUMAR

adarshks262@gmail.com

8210569779

Noida, U.P

EDUCATION

Higher secondary

2014

CBSE (Central board of secondary education)

Senior secondary

2014 - 2016

CBSE (Central board of secondary education)

B.com (Hons)

2016-2019

Magadh university, Patna

B.ed

2020-2022

TLM university, Bhagalpur

PERSONAL DETAILS

About : Enthusiastic and motivated professional with a bachelor of Commerce (B.Com) and Bachelor of Education (B.Ed) degree, and successful qualification in the Central Teacher Eligibility Test (CTET). Gained 6 months of hand-on experience as a Finance Intern at SGNCO Green Resources Limited. Gurgaon, where I assisted with payroll processing and bank reconciliation activities. I also have 4 and half months of experience as assistant executive CS at inerngizer Ltd. where i use to provide timely, effective and empathetic support by using my problem solving skills. Skilled in effective communication, people management, and classroom engagement, with a strong academic background in commerce and education. Known for building positive relationships and supportive environments.

SKILLS

Microsoft office

Multi - tasking

Typing speed - 28 WPM

MS EXCEL

Interpersonal skills

Proof reading

Adaptability

Observation

EXPERIENCE

Finance Intern

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SGNCO GREEN RESOURCES LIMITED, GURUGRAM, HARYANA

Completed a 6-months internship at SGNCO Green resources limited, where I supported the finance team in managing payroll processing and conducting bank reconciliations. Gained hands-on experience in maintaining accurate financial records, resolving discrepancies, and assisting with monthly closing activities, contributing to the efficiency and accuracy of routine financial operations.

Assistant executive CS

20 May 2025 - 7 Oct 2025

lenergizer IT services pvt Ltd

4 and half months of experience at lenergizer as an Assistant executive CS in American gaming email process, where i use to provide timely, effective and empathetic support by using my problem solving skills.

EXTRA - CURRICULAR ACTIVITIES

1. Intercollege cricket tournament, Mar 2017, Patna.
2. Organized a seminar on the topic "Mental health" July 2021.
3. Participated as a speaker in Classroom reforms program in college, Jan 2022