



SHIV KUMAR

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Gender: Male | **Date of Birth:** 05.03.1990

Nationality: Indian

PROFILE SUMMARY

- Reliable and focused professional with over 10 years of experience handling day-to-day operations, team coordination, and resource planning
- Practical knowledge of financial reconciliation, audit support, and managing transactions using Tally ERP 9
- Calm under pressure with a strong sense of responsibility, clear communication, and a collaborative approach to solving problems
- Confident in managing people, maintaining safety standards, and ensuring tasks are completed on time and correctly

WORK EXPERIENCE

Feb 2020 – Aug 2024

SOGECOM SARL

Assistant General Manager – Mining

- Managed daily activities to ensure the mining operations ran smoothly and efficiently
- Ensured safety and environmental standards were consistently followed to protect both workers and the surroundings
- Collaborated with various teams, including logistics and finance, to keep everything running seamlessly
- Oversaw resource distribution, making sure production goals were met without exceeding budget

June 2015 – Oct 2019

SPECTRO ANALYTICAL LABS LTD.

Accounts Executive

- Managed daily accounting tasks and kept records up to date using Tally ERP 9
- Reviewed financial statements and resolved any inconsistencies
- Assisted in audit processes and helped prepare reports as needed
- Ensured timely payments to vendors and handled transactions accurately

Aug 2011 – Apr 2015

EIILM UNIVERSITY

Executive

- Provided administrative support to keep both academic and non-academic departments running smoothly
- Helped students with admissions and answered their queries
- Took care of organizing university events, workshops, and seminars
- Managed schedules and kept everything organized for faculty and students

EDUCATION

2013

Bachelor of Commerce | Mahatma Gandhi University

PERSONAL SKILLS

	Listening	Reading	Spoken in Interaction	Spoken in Production	Listening
English	C2	C2	C2	C2	C2
Kiswahili	C2	C2	C2	C2	C2
Levels: A1/A2: Basic User B1/B2: Independent User C1/C2: Proficient User					

SKILL SET

Functional

Operations Management | Team Leadership & Supervision | Safety & Compliance | Financial Management | Audit Support & Reporting | Cross-functional Coordination | Resource Management | Event & Project Coordination | Data Management & Documentation | Customer & Client Interaction