

Kamal Preet Singh

+91 (92896-39990), +91 (97188-81996)

Contact.kamalpreetsingh@gmail.com

7 years and 5 Months of experience in Financial Accounting including 3-year 4 Months experience in MNC. 10 Months of experience in Business Development of an Indian-based organization. Skilled in handling audit assignments; pivotal in collating and validating inputs required for audits and same sharing with the audit team. Skilled in handling a team and had good feedback from the Business unit. Demonstrated excellence in ensuring compliance with applicable policies, contracts, and regulations.



Trainings

Ratio Analysis

June- July 2015

Prismatic Technologies, Patiala

Grab the knowledge that how to understand the company's financial performance to similar firms in the industry and to understand the company's position in the market.

Obtaining data from known competitors and comparing it to the company's ratios can help the management identify market gaps and elaborate on its competitive advantages Competitive Advantage.

Experience

Business Development Manager

08/2015 – 11/2016

R.S. Enterprises – New Delhi. DI

Analyzed and modified compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.

Handled understaffing, disputes, terminating employees and administering disciplinary procedures.

Represented organization at personnel-related hearings and investigations.

Resolved employment-related disputes through proactive communication.

Administered compensation, benefits and performance management systems and safety and recreation programs.

Organized and led a 7 –day staff orientation and training to promote collaboration.

Highlights

- SAP Knowledge
- Navision
- Kofax Readsoft Knowledge
- Basware Tool Knowledge
- Tally Knowledge
- Business development
- Ability to manage and meet deadlines.
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Good knowledge of MS- Office
- Experience in training the end users Capable to multi-task in a team environment
- Support internal and external clients.
- Resistance to stress
- Good manners

Education

Masters in Commerce: Finance - 2016-2017, PU, Patiala

Bachelor of Commerce: - Commerce- 2014, Delhi University.

12th Class: - Commerce- 2009

Kendriya Vidyalaya, Delhi

10th Class: - 2007 – Heera Public School, 2007

Experience

Account Manager cum Assistance Manager 12/2016 – 10/ 2018

R.S. Enterprises – New Delhi, DL

Earned management trust by serving as key holder, responsibly opening and closing store. Recommended. Selected and helped located and obtain out-of-stock product based on customer requests.

Answered product questions with up-to-date knowledge of sales and store promotions.

Recipient of multiple positive reviews acknowledging dedication to excellent customer service.

Built of multiple positive reviews acknowledging dedication to excellent customer service.

Built long-term customer relationships and advised customers on purchases and promotions. Monitored cash drawers in multiple checkout stations to ensure adequate cash supply.

Set up and explained new membership contracts.

Account Executive 12/2018 – 08/2021

Genpact India Private Limited – Gurugram, Haryana

Earned management trust by serving as key holder, responsibly opening and closing months. Posting of entries in SAP while using internal tools.

Scrutiny of vendor ledger reconciliation.

Initiating Payment activities while using bank tools.

Built of multiple positive reviews acknowledging dedication to excellent customer service. Working on Aging files and Goods Receipt and Invoice receipt scrutiny.

Account Executive 08/2021 – Currently Working

Eicher Goodearth Design Studio Private Limited – Gurugram, Haryana

Recorder transactions in Navision, and mail payment UTR and invoices status to vendors weekly in a month.

Initiating Payment activities while using bank tools.

Scrutiny of vendor ledger reconciliation.

Built of multiple positive reviews acknowledging dedication to excellent customer service. Working on Aging files and Goods Receipt and Invoice receipt scrutiny.

Certifications

- Certified Professional University Winner Level Prize in Hockey Game.
- Certified Position in Kanpur IIT Yearly Sports Games in Hockey Game.
- Best Player of the tournament getting from Moradabad in Hockey Game.
- Getting three awards from Genpact for a Good Performance
- Won prize for Cultural program in College, 2011-12.
- Won Bronze prize in a 200-meter race in School representing Shivaji House in 2008.

Bank Knowledge

- **Indian Enet Bank Portals:** - HDFC Bank, ICICI Bank, Kotak Mahindra Bank, SBI.
- **International Enet Bank Portals:** - Bank of the West, Bank of America, JP Morgan.

Hobbies

- Spend most of the free time at the Orphanage.
- Listening to Music.
- Long drives.
- Volunteering at a charity center.
- Gardening.

Basic Information

- Father's Name: - Mr. Chhaju Singh
- Mother's Name: - Mrs. Baljit Kaur
- Date of Birth: - 19th Oct, 1991
- Linguistics: - English, Hindi and Punjabi
- Nationality: - Indian
- House No: - 240 Block- A, Dr. Bhim Rao Ambedkar Colony, New Delhi-

Signature

Kamal Preet Singh