## PROFESSIONAL SUMMARY

Ritik Singh

RESUME

Senior Account Executive

## CONTACT

 +918076048478

 [mail2ritik18@gmail.com](mailto:mail2ritik18@gmail.com)

 India, New Delhi, House No.71 Gurmandi

## HOBBIES

 Photography  Cooking

 Traveling

## PERSONAL INFO

 Date of birth: 13 April 1997  Place of birth: Delhi

 Nationality: Indian

I am an Account Executive with 5 years of experience in account man- agement and business development. Experienced and results-oriented Ac- count Executive & dedicated practice in accounting. Proficient in financial analysis, reporting, and client relationship management. Skilled in identi- fying opportunities for process improvement and implementing strategic solutions to drive efficiency and accuracy. Demonstrated ability to collab- orate across teams to meet organizational objectives while maintaining compliance with regulatory standards. Adept at fostering long-term client partnerships through proactive communication and tailored financial solu- tions. Committed to delivering exceptional service and contributing to the financial success of clients and the organization.

EXPERIENCE

# Account Executive

R.S METSCRAPS PVT. LTD / India, Delhi

2019 - 2021

As an Account Executive at R.S METSCRAPS PVT. LTD in India, I have gained valuable experience in managing financial accounts and building strong relationships with clients. Utilizing my strong analytical skills and attention to detail, I was able to successfully handle various financial tasks and contribute to the overall growth of the company.

* Managed financial accounts
* Preparing Quotations for new clients.
* Prepare Export Commercial Packing List & Invoice.
* Manage sale and Purchase orders.
* Maintain import & export details and documents (Bill Of Entry, Bill

Of Lading, certificate of Origin, IEC,LUT) coordinating with CHA & Clear- ance Department.

* Prepare budget forecasts
* Reconcile accounts payable and receivable
* Handle monthly, quarterly and annual closings.
* Prepare documents of GST & TDS Returns.
* Prepare the MIS of all clients

# Account Executive

MATSON SURGICAL PVT LTD / India, Delhi

2021 - Now

As an Account Executive at MATSON SURGICAL PVT LTD, India, I was responsible for managing key accounts and maintaining relationships with clients. I also assisted in developing and implementing sales strategies to increase revenue for the company. My strong communication skills and attention to detail allowed me to effectively handle complex client inquiries and resolve any issues that arose.

**include:**

* Preparing and submitting billing data and medical claims to insurance companies
* Ensuring each patient’s medical information is accurate and up to date with govt. schemes & plans.
* Preparing bills and invoices and document amounts due to medical procedures and services
* Manage all accounting transactions
* timeHandle monthly, quarterly and annual closings
* Reconcile accounts payable,receivabl & Bank.
* Report on the company’s financial health and liquidity
* Managed financial accounts
* Handled monthly, quarterly, and annual closings
* Prepare documents of GST & TDS Returns
* Prepare the MIS of all clients
* Maintain hospitals purchase orders & pendency list.
* Maintain import & export details and documents (Bill Of Entry, Bill

Of Lading, certificate of Origin, IEC,LUT) coordinating with CHA & Clear ance Department

EDUCATION

# B.com

Ignou, India, New delhi

2016 -

# Intermediate (12th)

BSEB BOARD, India, Delhi

2014 - 2015

# Matriculation (10th)

Dhanpatmat Virmani Senior Secondary School, India, Delhi

2012 - 2013

## SKILLS

Account Management Communication Skills

Planning & Organizing Team Leadership

Analytical Thinking

AWARDS