

SUMITA SINGH

DOB- 16TH SEPT.1984

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OBJECTIVE

With the academic exposure and the corporate experience, I have I Intend to build a career where I can utilize my potential to upgrade my skills and contribute the same towards guiding others.

PROFILE

- Freelance soft skills trainer.
- Freelance content writing for various colleges.
- Ability to handle a team, assigning right task to right people.
- Educating concerned department's employees on the new system developed.
- Preparation of Budget & monitoring the same, Manpower planning, preparing various reports for management, analysis of company position on various financial parameters through tools like ratio analysis etc.

PROFESSIONAL QUALIFICATION

Freelance Soft Skills Trainer **Self Employed**

1st April'20 - continuing

- Training to college students on relevant topics like Interview tips, First Impressions, Personality development etc.
- Training to corporates on customer service, body language, business etiquette, leadership skills, team building etc.
- Open workshops and counselling as and when required.

Freelance Writer **Case Studies London**

8th June'16 – 28th Feb'17

- Writing assignments for various professional colleges based at London

Asst. Manager - Budgeting & PMO

8th Feb'10 –Feb'14

**Financial Planning & Corporate Strategy
Star Union Dai-ichi Life Insurance Co. Ltd.**

- Preparation of financial budget & Manpower Planning for the organization
- To allocate budget monthly/quarterly and to various Departments & Regional offices based on various parameters.
- Formulated a Budget Monitoring Tool to facilitate budgetary control for each departments & regional Office
- Preparing various reports & analysis for top management like Variance Analysis, Dai-ichi report etc.
- Analysing the companies trend & position in comparison to peers through peer analysis
- Being a part of Corporate Strategy team, handled few departmental projects as well like E-Learning, Structured Training Schedule, Expense Management System, etc.
- Training the concerned department employees on using financial and planning tools

Asst. Manager – Accounts & Finance

1st Sep'08 –31st Dec 09

Anurag Sales Corporation, Bokaro (Jharkhand)

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents
- Being a small organization, I focused on systemizing the finance department and successfully implemented on- time updating commission bill statement, compiled entry of daily expenses of different offices etc.

Relationship Manager

11th Feb'08 – 14th Aug'08

HDFC Bank Ltd, Ahmedabad

- Handling all the Preferred (High Net Worth) customers of the bank. Got opportunity to service different types of clients, from household sector to business sector.
- Worked actively in various events organized by the branch and applied innovative ways to attract high value customers.
- In the short span itself, generated good revenue for the branch.

EDUCATIONAL QUALIFICATION

- **Image Consulting and Business Institute**
Soft Skills Trainer Course
- **ICFAI Business School, Ahmedabad (2006-08)**
MBA – Finance and Banking, CGPA 7.97
- **Dayal Singh College, New Delhi (2002-05)**
B.Com (Hons), 53%
- **D.A.V Public School, Bokaro Steel City**
CBSE: Std X – 71%, Std XII – 74%

ACHIEVEMENTS

- Scholarship from ICFAI Business School for my good performance in 1st Semester.
- Participated in all India level Management Game conducted jointly by AIMA & Infosys and got runner up position.
- One of the top performers in HDFC Bank placement process.
- Awarded for good work delivery in Star Union Dai-Ichi life Insurance co. Ltd.