



Devinder Singh  
HNO.401, BLOCK 23,  
TRILOKPURI, DELHI – 110091  
MOB: -9971912698  
Email: - singhdevraj999@gmail.com

---

#### CAREER OBJECTIVE:

To achieve high growth through continuous learning process and striving for an organization an environment where I can prove my worth and hidden work.

#### Work Experience

Current Organization : INCENZA SALES AND MANUFACTURING PRIVATE LIMITED  
Tenure : 8<sup>th</sup> Sep, 2022 to Till.  
Designation : MIS EXECUTIVE

#### Key Responsibilities

- Attendance Maintaining
- Sales Monitoring
- Managing Data as Per Requirement of Organization
- Reporting Day to Day Sales Data
- Operating Beat Rout App CRM SFA Software

#### Working Skills

Attendance Maintenance, Sales Reports, Closing/Opening Stocks, Scheme Update, Sales Activity Tracking, Beatrout App, Account, MIS, SAP, Tally Erp9, Computer operator, Tracking Reports, Billing Executive, Invoice Processing, Credit/Debit Note Preparing, Purchase Order Prepared, Performa Invoice, Account Reconciliation, E-invoicing, E-Way bills Preparing, MS Outlook, MS Word, MS Excel, Advance Excel, VLOOKUP, Pivot Table, If Formulas, Condition Formatting, Windows XP, Windows 7, Windows 8, Windows 10, Windows 11

Previous Organization : NETWORK SALES INDIA (C&F)  
Tenure : 14<sup>TH</sup> JANUARY 2017 to 3<sup>rd</sup> Sep, 2022  
Designation : ACCOUNTS

#### Key Responsibilities

- Billing & Account of Centaur Pharmaceuticals Pvt Ltd.
- Billing & Account of Cholayil Private Limited (Medimix Soap)
- Make payment receipt entries.
- Make Credit Note for parties exp/damage /fresh stocks.
- Response to parties and company by mails.
- Make MIS report of stock Inward/Outward/Transfer/Sales
- Make reports of parties outstanding amount

### Experience Knowledge Keys

Account, MIS, SAP, Tally Erp9, Computer operator, Tracking Reports, Billing Executive, Invoice Processing, Credit/Debit Note Preparing, Purchase Order Prepared, Performa Invoice, Account Reconciliation, E-invoicing, E-Way bills Preparing, MS Outlook, MS Word, MS Excel, Advance Excel, VLOOKUP, Pivot Table, If Formulas, Condition Formatting, Windows XP, Windows 7, Windows 8, Windows 10, Windows 11

---

Previous Organization : SHIV SHAKTI ENTERPRISES(DSA)  
Tenure : 15<sup>TH</sup> MARCH 2014 to 18<sup>TH</sup> DECEMBER 2016  
Designation : BANKING OPERATION

### Key Responsibilities:

- Login Car Loans Files In ICICI, HDFC,
- Maintaining tracker for file discrepancies and follow-up with sales.
- Verify Customer all document to government sites.
- Handling calls of customers for discussion of loan services.
- Clearing/resolving file Audit Quires raised during File audit & internal Audit.
- Maintenance of various Registers like File-movement, loan tracking etc.

### Working Skills

Car Loans, Car Insurance, Used Car Loans, Property Loans, Business Loans, Balance Transfer, Top-up Loans, Documents Checking, Documents Verification, Banking Operations, Completing File Pendency, ITR Checking, E-Bills Verification, Fill Login, Cibil Checking

### Education Details:

- Completed B.A. From Delhi University in the year 2020
- Intermediate from C.B.S.E Board in the year 2014
- High School from C.B.S.E Board in the year 2011
- Course in Advance Excel and Tally.

### Strengths:

- Working knowledge of Tally, SAP Sd software
- Excellent knowledge of Advance Excel, VLOOKUP, HOOKUP, Pivot table
- Knowledge of checking government documents PAN Card, Aadhar card etc.
- Aggressive & Ability to work under pressure.
- Ability to handle multiple tasks.
- Team Management skills.
- Wants to prove myself to be the long-term asset of Organization.
- As a person I 'am hardworking, discipline & punctual.

---

**Personal Profile:**

- Present Address : 23/401, Trilokpuri, Delhi – (110091)
  - Father Name : Lt. Jagmohan Singh
  - Date of Birth : 08-Jul-1994
  - Marital Status : Single
  - Nationality : Indian
  - Language : Hindi, English, Punjabi
- 

**Declaration:**

I hereby declare that all given information is true and correct to the best of my knowledge. If I am given an opportunity to serve the organization, I will be an asset to the organization.

DEVINDER SINGH

Place -Delhi

