

**SAILENDRA KUMAR SINGH**

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### **CAREER OBJECTIVE**

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

### **PROFESSIONAL EXPERIENCE**

#### **1. SANJUKATA COMMUNICATION(Reliance Distributor)**

**Designation** : Sales Executive

**Duration** : From July 2013 to April 2014 (10 month exp.)

#### **Responsibilities:**

- ❖ Reporting to the T.S.M
- ❖ Strengthening Distribution by increasing the SIM Selling , Data Sim Selling to the maximum possible with achieve monthly sales target
- ❖ Driving huge targets of prepaid activations by ensuring high quality is a huge challenge
- ❖ Maintain strong business relationships with retailers.
- ❖ Share offer to retailers and motivate them to sale the sims to cutomers.and also for MNP activation

#### **2. THE WORLD GROUP OF COMPANIES**

**Designation** : Accounts Executive

**Duration** : From June 2014 to till date (1.6yr exp.)

→ One year & six month work experience in The World Retails Pvt. Ltd. since June 2014 to till now.

→ Working Knowledge of Ms office , Tally (ERP.9) & Ginesys Software

#### **Responsibilities:**

- ❖ Reporting to the finance manager
- ❖ Maintain and control of purchase Account.
- ❖ Maintain all Debit notes & purchase returns in journal voucher
- ❖ Maintain the all accounting voucher entry & Prepare MIS report...
- ❖ Prepare NEFT & RTGS for day to day transaction
- ❖ Maintains accounting ledgers by posting account for transactions.
- ❖ Maintain bank reconciliation and also reconciliation of debtors & creditors.
- ❖ Prepares work to be accomplished by gathering and sorting documents and related information

## **EDUCATIONAL QUALIFICATION**

### **❖ B.COM**

N.S.M City College, Cuttack, Odisha

Completed:-April 2013

**Completed my graduation in commerce from Netaji Subash memorial City College affiliated by Utkal University in 2013**

### **❖ INTERMEDIATE**

Christ College, Cuttack, Odisha

Completed:-April 2010

**Completed my +2 commerce from Christ College Cuttack affiliated by Council of Higher Secondary Education in 2010**

### **❖ MATRICULATION**

Railway Settlement high School, Cuttack, Odisha

Completed:-April 2008

**Completed my Matriculation from Railway Settlement High School, Cuttack affiliated by Board of Secondary Odisha in 2008**

## **CERTIFICATION COURSE**

- ❖ P.G DCA from IICSM Computer, Cuttack affiliated by Govt. Of Odisha
- ❖ Tally Erp 9 from CFI ITC, Cuttack affiliated by Govt. Of Odisha
- ❖ Banking & Accounting from CFI ITC, Cuttack affiliated by Govt. Of India

## **PROFESSIONAL SKILLS**

- ❖ Positive attitude & friendly Nature.
- ❖ Hardworking and ability to work under pressure
- ❖ Ability to reach goals & Team leading capacity
- ❖ Decision making capacity.
- ❖ Interpersonal communication skills.

## **EXTRA ACTIVITIES**

- ❖ Member of college cultural committee.
- ❖ Travelling and interacting with new people
- ❖ Active participant in various social activities like plantation, blood donation etc.

## **HOBBIES & INTERESTS**

- ❖ Playing cricket
- ❖ Watching television (Movies,Commedi serials,sports,News)
- ❖ Travelling new places Like( Hill stations, Temples etc)
- ❖ Making good friend.

## **PERSONAL PROFILE**

- ❖ **Father's Name** : Mr. Kartik Chandra Singh
- ❖ **Mother's Name** : Mrs. Manorama Singh
- ❖ **Date of Birth** : 15-july-1993
- ❖ **Sex** : Male
- ❖ **Nationality** : Indian
- ❖ **Marital Status** : Single
- ❖ **Language Known** : English, Hindi, oriya,
- ❖ **Permanent Address** : AT-Station Bazar, Po-college square,  
Cuttack Pin-753003

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Sailendra Kumar Singh

Place:

Signature