

# RESUME

## Sumit Kumar Singh

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### PROFESSIONAL SUMMARY

A professional with a Master's degree in Business Administration. I am interested in management. I have strong communication and analytical skills, and I am seeking an entry-level position where I can apply my academic knowledge and internship experience. Furthermore, I am committed to making a positive contribution to the organization and honing my abilities in a fast-paced and dynamic environment.

### TECHNICAL COMPETENCIES

**OS:** Windows | macOS

**Software's Known:** SAP-Accounting Software | Ms-Office (Ms-Word, Ms-Excel, MS PowerPoint) | Power BI

**Language:** Basic MySQL

**Other Interests:** Financial Management | Marketing Management

### SKILLS

Team Leadership | Management & Coordination | Supportive | Adaptability | Analytical | Communication Skills | Negotiation | Presentation.

### HOBBIES

- Traveling
- Learning
- Playing Cricket

### LANGUAGES KNOWN

English | Hindi | Punjabi

### PERSONAL DETAILS

Mother's Name: Vibha Devi

Father's Name: Ashok Kumar Singh

D.O.B: 08-08-2002

### EDUCATION

Master of Business Administration | Chandigarh Business School of Administration, Landran | Finance & Marketing  
Session: 2023-2025 | Pursuing

Bachelor of Commerce | Punjabi University, Patiala  
Session: 2019-2022 | Score: 75.64%

Intermediate (CBSE) | ST. Carmel School, Rupnagar, Punjab  
Session: 2017-2019 | Score: 86%

Matriculation (CBSE) | ST. Carmel School, Rupnagar, Punjab  
Session: 2016-2017 | Score: 8.6 CGPA

### TRAINING

#### **SML ISUZU LIMITED, ASRON, PUNJAB**

**Industrial Training, (7 Weeks)**

**Designation: Finance Intern**

**Working in Warranty and Free coupon service Section**

- Advanced Excel, Financial Accounting, Accounting with SAP.
- Analysis Data and Make Reports.
- Work on Making Report on Clause 44 Tax Audit

### ACADEMIC ACHIEVEMENTS

- Winner in Standard Writing Competition held by CBSA Dept. collaboration with Bureau of Indian Standards in 2024.
- 4<sup>th</sup> Position in "Business Quiz" held by CBSA Department, collaboration with NIPM in 2023.

### CERTIFICATIONS

- Fundamentals of Digital Marketing from Google (Skill shop) in 2024.
- Certification in SEBI - Investor Certification Examination from NISM in 2024.
- Certification in DCA Course (Diploma in Computer Application) from STP Computer Education in 2024.
- Certification in Banking, Finance and Insurance from Bajaj FinServ in 2021.

### EXTRA CURRICULAR & CO-CURRICULAR ACHIEVEMENTS

- Participated in "Magnificent Mavericks-2024" held by Training Department in CGC Landran.
- Participated in "THE THINK BOT-2023" held by Training Department in CGC Landran in 2023.
- Organized events related to singing and dancing in 2021.
- Performed in "Independence Day Program" in Nehru Stadium Rupnagar in 2018.