

Gagandeep Singh

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OBJECTIVE

To work with an organization that provides me a spectrum of experience and exposure, which would help me to grow and excel in my career.

EDUCATION QUALIFICATIONS

Cost and Management Accountant (CMA)

Institute of Cost Accountants of India
New Delhi

Qualified, 2020

B.com

Delhi University
New Delhi

Graduated, 2014

12th

CBSE Board
New Delhi, Delhi

Graduated, 2010

10th

CBSE Board
New Delhi, Delhi

Graduated, 2008

SKILLS

- Hard working
- Self-Motivated
- Quick learner and smart worker
- Honest
- Good Communication skill

WORK EXPERIENCE

Bharat Electronic Limited

Management trainee

Sept 2017 – Sept 2019

ROLES AND RESPONSIBILITIES:-

- Auditing of purchase order as per purchase procedure 2016 and companies accounting policies for SCCS SBU's.
- Checking of files through **various T-codes** available in SAP.
- Technical compliance of material with company's specification as per drawing available in file.
- Overview of excess stock or requirement situation in SAP.
- Free stock overview across plants in SAP.
- Check availability/issue of material in SAP for the proposed item.
- Comparing current price with the previous procurement in SAP for price reasonability.
- Over viewing inspection cum receipt report in SAP for acceptance of supplies made against previous order.
- Review and releasing of purchase order/sub-contract orders in SAP.
- Evaluation of contracts in terms of **financial implication**.

- Analysis of procurement proposals of various types of **projects requirement**.
- Effective working in **MS office** (MS word, Excel).
- Computation of **ERV** (Exchange rate variations).
- Data selection and analysis from SAP.

COMPUTER PROFICIENCY

- Microsoft Office – Word, Excel & Power Point
- Extensive exposure of SAP FICO software
- 1 year certification course in Tally ERP (January 2011-December 2011)
- 100 hours of practical Computer Training conducted by ICAI

PERSONAL DETAILS

Father's Name:	Mr. Bhupender Singh	Marital Status:	Single
Birthday:	22 nd January, 1993	Nationality:	Indian
Gender:	Male	Languages:	English, Hindi and Punjabi

Declaration

I, Gagandeep Singh, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Gagandeep Singh