

CURRICULUM VITAE

SANJAY SINGH

9717747372

sanjay_singh555@rediffmail.com

WORK EXPERIENCE

1. Presently working in Pearl Foods (**Nestle India Ltd-Importer**). As an Accounts and Finance Executive Since 01-06-2010 to Till Date.
2. I was working in Sethi Agencies (**Hindustan Unilever Distributor**). As an Accountant since 01-06-2008 to 31-05-2010.

JOB PROFILE

- Prepare a Monthly GST report.
- File Gst Return
- ITR File .
- Prepare a Sundry Debtor& Sundry Creditor Monthly Report.
- Review and make decisions on credit limits of new and existing customers
- Working on **Tally ERP-9 & Sap** .
- Supervision of Cash receipt and payments and safeguarding of cash balance.
- Prepare a Monthly stock sheet of Warehouse.
- Managing all financial data & usage of MIS for decision making

EDUCATIONAL QUALIFICATION

- High school from C.B.S.E Board in 1997.
- Intermediate from C.B.S.E Board in 1999.
- B.Com from Delhi University, Delhi in 2002.

• PROFESSIONAL QUALIFICATION

- MASTER OF BUSINESS ADMINISTRATION (M.B.A) from Amity University ,Noida (2007-09)

• AREA OF SPECIALISATION

- Financial Management and Marketing.

• I.T. SKILLS

- MS-Office 2007
- Internet
- Tally -.ERP9
- SAP BUSINESS 1

HOBBIES

Interacting with new people
Watching cricket game

LANGUAGE SKILL

Hindi :- Read, Write, & Speak

English :- Read, Write, & Speak

CAREER OBJECTIVE

- Accept a challenging work environment in an organization with an entry level job providing an opportunity of personal growth and self-improvement of knowledge and career.

PERSONAL DETAILS

Name	Sanjay Singh
Father's Name	Shri Satya Narayan Singh
Permanent Address	village +Post - Chaura
Date of Birth	Distt. Ballia (U.P) 10-10-1981
Contact No	9717747372
Gender	Male
Marital Status	Married
Nationality	Indian

I declare that all of the information about me is true to my knowledge and if any information about me found to be false, I will be responsible for that.

DATE :

PLACE :

(Sanjay Singh)