Pankaj Kumar Singh

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**SUMMARY**

* Performance driven professional with eight years of experience in IT and finance industry.
* Experienced in IT Management, Infrastructure Management, Project Management, Financial Appraisal, Reporting writing.
* Computer proficiency, including knowledge of MS office, MS Access & Statistical software package (SPSS).

**EDUCATIONAL QUALIFICATIONS**

* Master’s Degree in Business Management (MBA) from *ICFAI Business School Hyderabad* (2008-2010): CGPA-9.19

Skill learned:

* Bachelor Degree in Computer Engineering from *Bharati Vidyapeeth Deemed University Pune* (2001-2005).

Skill learned:

***Professional Experience***

**Punjab & Haryana High Court Chandigarh June, 2012 – current**

**Court Manager (IT & infrastructure)**

Worked under the control and guidance of the Chief Justice in the High Court, and the District Judge in Panjab high court. Worked on policies and standards, based on applicable directives of superior Courts, establish the performance standards applicable to the Court (including on timeliness, efficiency; quality of Court performance; infrastructure; and human resources; access to justice; as well as for systems for Court management and case management

* Data Management and E-Management
* Ensuring proper data entry on a daily basis and statistics on all aspects of functioning of the Courts are properly complied and reported accurately and promptly.
* Ensuring proper generation of reports of statistics and ensuring timely submission of all returns to the High Court.
* Ensuring proper data uploading into National Judicial Data Grid.
* Implementation and managing requirements under e-Courts project
* Web Site Management
* Ensuring the Proper maintenance of official websites of the Sessions Divisions by updating the duty roster list of Judicial Officers.
* Ensuring the daily updation of PPMS (Project Progress Monitoring System) and District Court Website.
* Budget Management
* Vendor Management
* Human Resource Management
* Inventory Management
* Infrastructure Management
* Security Management

**FACTSET RESEARCH SYSTEM, HYDERABAD, India Feb, 2010 - May 2012**

**Research Analyst,**

* Collection and Analysis of Secondary and Primary financial data (Fundamental Analysis).
* Responsible for Review and Analysis of Financials & Schedules.
* Financial Planning and Financial Statements Analysis based on financial information.
* Performing Valuation of Business for Merger & Acquisition, Amalgamations.
* Responsible for Budgeting, Forecasting and Reporting of Variances.
* Responsible for MIS and various Ad-Hoc reporting on weekly & monthly basis.

**Siddrtha Finance Limited, Kathmandu July, 2005-June, 2008**

**Software Engineer**

* Perform desk‐side support service per Client’s pre‐defined/location specific Service process
* Manage workflow and service request through the Client’s call ticketing system
* Imaging/Re‐Imaging end user desktop and laptop machines
* Software installation, configuration, and troubleshooting for end users
* Hardware and Software upgrades
* Performance of IT support duties as defined by the appropriate PMU team lead
* Network printer installation/configuration
* General Desktop Support/Project Coordination/Move activities

***Other Achievements and information***

* Achieved 2nd Rank in the Recruitment Of Court Manager.
* All India Rank 61 in Bharti Vidyapeeth Engineering Entrance Test (2001)
* Scholarship in second & fourth semester (MBA)
* Second Position in Ethical Hacking (Programming Contest 2004)
* **Stood Second Best in quality on the floor with 99.81% for** Mar-August Quarter (as an RA).
* Consistently hitting among top three Quality runner up since Inception.
* Language Known: English, Hindi.
* Address: A-554 Ranjit Avenue,Amritsar Punjab, Pin: 143001
* Date of Birth: 01-01-1981
* Current Location: Amritsar