# **CURRICULUM VITAE**

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| **Trivedi Kumar Singh** | |
| **Contact no.**  +91-7503960411  +91-8882184265  **E-Mail**  **Singhtrivedi@gmail.com**  **Correspondence Address**  H.No.A-159,  New Ashok Nagar  Delhi -110096**.**  **Permanent address**  C/O-Ms. B.D. Singh  Vill-Deorh, p.o+p.s-Ghoghardiha,  Dist-Madhubani, (Bihar)  Pin Code:-847402  **Hobbies**  Playing chess, Watching movies, Driving  **Personal Data:**  **Father’s Name: Mr.Vishnu deo Singh**  **Date of Birth : *03-07-1984***  **Gender : Male**  **Nationality : Indian**  **Marital Status: Married**  **Languages : English,**  **Hindi & Folk                             Language.**  **Current CTC:- 192000/-pa** | **Career objective :**  To utilize my personal, practical & technical skills gained during my education and working days for the achievement of organizational goals by being a part of this ever challenging & creative field of the organization.  **Professional Qualification :**  **D.C.A+TALLY from AIM&ACT Foundation Society**  **Patna**  **Area Of Interest :**   * **Hardware in Computer** * **MS-ACCESS,MS-Outlook, Word, Excel, PPT, Tally.Erp**   **Academics Qualification :**   * **B.COM From LNMU Darbhanga In 2007** * **12th from B.I.E.C. Board Patna in 2003** * **10th from B.S.E. Board Patna in 2001**   **Experience/Training :**   * **Worked as a Team Leader in RDI Research Development & Incentive, From Delhi. In jan- 2007 to dec-2008 (NGO Project Base work)** * **Worked as a Account & Audit assistant in Allahabad Bank, West Bengal Shree Rampur Branch Authorized by VMD &Associate Chartered form (Kolkata). In dec- 2008 to dec- 2009** * **Worked as an Audit & MIS Executive in Catmoss Retail India pvt. Ltd patparganj industrial aria Delhi. In jan- 2010 to dec- 2012** * **Worked as a Senior Executive in Ienergizer It Gaming Pvt. Ltd. In shine.com Noida, Other Responsibilities- Handling Audit, DSR, Training session, Sales, Business Development. In jan- 2013 to mar- 2015** * **Worked as a Internal Audit Executive in Lpt kids were Pvt. In Okhla, Responsibilities- Handling Audit, DSR, Training session, Stock Reconciliation, Petty Cash, Key accounts, Business Development.** * **Currently working in Xestion Advisor Pvt. Ltd. As a “Consultant”. Responsibilities: - Internal Audit, FAR Audit, Stock take, SOP Preparation. SOP Audit, Inventory Audit, Maintain MIS Data.**   **Worked on Project:-**   * **Vishal megamart (Stock take)** * **City Com /Spectranet internet service provider (Internal Audit, BRC.)** * **Uddayan Care NGO (Internal Audit)** * **Stanmax (Stock Take)** * **V Mart (SOP Preparation)** * **Currently I am working on HCL FAR Project (FAR Audit)**   **Extra Curricular Activities**   * I have played **Inter District Chess Tournament** from Deorh C.M.B College Chess Team. (Bihar).   **Strength :**  **☻ Positive thinking and accept the challenges**  **☻ Flexible Behavior**  **Declaration :**  **I hereby declare that the above information is true with best of my knowledge.**  Place  **:**  Date **:**  Signature |