



SANJEEV SINGH

G-749, G-Block, Phase-6, Ayanagar

Extension, New Delhi-110047

+91 8178180812

Sanjeev2412alive@gmail.com

<https://www.linkedin.com/in/sanjeev-singh-3414731b0>

Twitter/Blog/Portfolio



OBJECTIVE

My objective is to contribute all my knowledge and experience in the growth of the company and achievement of the organisational objectives, as well as learning new things and work with my colleagues as a team to achieve the tasks given by higher management.



EDUCATION

MBA (Financial Management) | N.M.I.M.S, Institute of Management Studies

2022 - PURSUING

B.Com (Hons.) | University of Delhi, P.G.D.A.V. College (Regular), Lajpat Nagar,

2017 – 2020 - **66 % (6.9 CGPA)**

CBSE Class 12th | Govt. Boys Senior Secondary School, Mehraulli

2015 – 2017 - **81 %**

CBSE Class 10th | Govt. Boys Senior Secondary School, B-1 Vasant Kunj

2014 – 2015 - **71 % (7.4 CGPA)**



EXPERIENCE

Accounts receivable and Billing Associate | First choice Logistics

20TH NOV 2020 – EMPLOYED | DURATION – 2 YEARS 1 MONTH

- Invoicing for the Transportation, warehousing, Fleet Rental services provided by the company pan india on Tally prime software (gold).
- Book keeping of the debtors to find the Latest Outstanding Status and payment updation.
- Customer Follow up for submission, approval and payment for Invoices within the credit period.
- Experienced in Invoicing through the use of MS excel.
- Preparing outstanding reports on weekly or daily basis for the clients.
- Preparing client wise outstanding report for the accounts manager and CEO.
- Preparation of Provision reports and supervision of Daily Mis.
- Maintenance of Office Petty expenses, employees welfare and Admin activities.
- Preparation of Unbilled and Pending POD reports for timely billing.



ACTIVITIES AND INTERNSHIPS

Sales and marketing intern | Leadershala

31ST JULY 2020 – 30TH SEPT 2020 | DURATION – 2 MONTHS

I was responsible for the sales of Varieties of courses designed for the skills development of students for their overall career and personality growth.

I arranged to sell 5 courses in the span of 2 months since it was the time of lock-down and it was pretty difficult to get the students on-board in that situation.

I was also responsible for the marketing of these courses via my social media handles.

Campus Ambassador | Thinkvidz

20TH JULY 2020 – 01TH AUGUST 2020 | DURATION – 10 DAYS

This was a very Big event organized in Jaipur by some of the Popular **YOUTUBE creators**. Motive of this event was the growth of youtube platform in our country and tips from Big Youtubers like Rishabh Jain and Mandeep gill from Labor Lax Advisor and so many.



SKILLS

- Advanced Excel applications for the preparation of Reports i.e. Debtor Outstanding, Provisions, MIS etc..
- Accounting through Tally Prime (gold membership)
- Moderate Communication Skills in English and Hindi.
- Team performer.
- Always eager to learn, punctual and Hard working.



HOBBIES

- Playing cricket.
- Reading Newspaper
- Data analyst is my dream so working for it.
- Travelling and Exploring famous places.



PERSONAL INFORMATIONS

Name	=	Mr. Sanjeev Singh
Gender	=	Male
Date of birth	=	24-12-1999, 23 years young
Father's Name	=	Mr. Jaiveer Singh
Mother's Name	=	Mrs Premwati
Marital Status	=	Unmarried
Origin Country	=	Indian