

AMARPAL SINGH
E-mail:- rbim.amarpalsingh@gmail.com
Contact No: +919501998825,
P-140, Garden Colony,
Ropar (Punjab)-140001

OBJECTIVE

- To work in an organization that uses my professional knowledge to the full potential and provide for future enhancement of my skills to achieve the organizational and personal goals.

PROFESSIONAL QUALIFICATION

- Successfully completed **MBA** regular from **Rayat & Bahra Institute of Management**, Near Kharar, Distt. Mohali (Pb.).

ACADEMIC QUALIFICATION

- Graduation- **Bachelor of commerce in 2010** from Punjab University.
- 1 year **Bank management certificate course in 2008** from Punjab University.
- Senior Secondary- **Commerce in 2007** from Punjab School Education Board, Mohali.
- Matriculation- **in 2005** from Punjab School Education Board, Mohali.

WORK EXPERIENCE

- **Recently working with PKF Finance Ltd., Nawanshahr Branch as a Sr. Finance Executive. (W.e.f. Dec 2014 to Till Date).** Here I am handling all the following work:-
 - Accounts work like payment, receipts, journal entries, A-one Sheet, voucher file and cash book.
 - Bank reconciliations.
 - Preparation and analysis of data for effective decision support system.
 - Responsibility of presenting the cheque/PDC/ECS on due dates.
 - Preparation of HP/Loan/Legal case files.
 - Managing and handling back office activities.
 - Updation of Data management system.
 - Maintain status of renewal of insurances.
- **I have one year and three months working experience as a Management Trainee with Rayat-Bahra, Ropar Campus.** Here I have counselled students and parents, responsibilities to arrange promotional and advertisement material, maintain online data management activities, record keeping of Marketing and Admissions Department.

TRAINING & PROJECT

- Successfully completed two month internship in **HCL Info System** from 30th May to 31st July, 2011 on the project "**Brand Image and Customer Feedback**".
- Promoted products of HCL Infosystem by visiting and calling.
- Selling and promote products of HCL Infosystem in surrounding belt of Tri-city.

EXTRA CURRICULAR ACTIVITY

- Worked as a **Placement Coordinator** with career development cell (CDC) placement team in college campus.
- Managed the key responsibility of registration team in **Punjab Technical Education & Skill Development Summit 2014** under PUTIA held at ISB, Mohali.

ACHIEVEMENTS

- I awarded **Best Quarterly Achiever (April'15 - June'15)** for my performance out of all branches of **PKF Finance Ltd.**
- I awarded Silver Medal in Insurance Introduction **for Session 2016-17**
- I awarded Silver Medal in Deposit Introduction **for 2016-17 First Quarter**
- I awarded Gold Medal in Deposit Introduction **for Session 2016-17**

STRENGTH

- Technical Acquaintance
- Adaptability
- Punctuality
- Hardworking

LANGUAGE KNOWN

- English, Hindi, Punjabi

COMPUTER LITERACY

- **Accounting Package: Jaguar Software, ERP**
- Level of basic applications of computer.
- MS office 2013 and Open office.
- Computer hardware.

HOBBIES

- Enhancing Networking group and playing multiplayer gaming.

PERSONAL PROFILE

Father's Name : Mr. Satbinderpal Singh
 Mother's Name : Mrs. Kawaljit kaur
 Date of Birth : 24th November, 1989
 Gender : Male
 Nationality : Indian
 Religion : Sikh
 Marital Status : Married

DECLARATION

I hereby declare that all fact furnished above are true to the best of my knowledge.

(AMARPAL SINGH)