**CURRICULAM VITAE**

**JYOTI SINGH**

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**Objective :**

Utilizing my skills, aptitude, educational background and professional experience to grow professionally, want to be a part of growth and success story by contribution my best to the employer to reach unexplored domain. Also like to utilize my abilities to convert concept into reality and to keep adding value to the organization.

* Worked at **DPS** Nashik as an Educator from March 2020 till March 2021.
* Worked in **Babu Banarsi Das Institute of Technology, Ghaziabad for 3+ years from 2010 -2013**

**Job Responsibilities**:

* To look after the training and placement activity of the student.
* To have close liaison with industry for the placement of the students.
* Develop Student projects and ensure field trips if necessary.
* Co ordinate thoroughly with training and placement dept. in the seminars, hosting the events and counselling admissions.
* Ensure teaching design and methods are in compliance with the educational standards and regulations of the department.

**Previous Experience : June 06 – May.09**

* Worked with Vopak Horizon Fujairah Ltd. in **UAE** as a Project Officer for **3** years.

**Job Profile:**

* Responsible for accounting Vouchers.
* Making Payments to the supplier.
* Keep control on retention money and progress payment to the supplier.
* Handle petty cash payment and replenish cash.
* Bank reconciliation, review and updated bank guarantees.
* Keeping the record of all office expenses.
* Preparing MOM, checking and verifying bills.
* Co-ordinate activities at multiple geographical locations.

**Previous Experience : Sep. 05 – Jan.06**

* Worked with **Kotak Life Insurance** as Officer - Branch Operations.

**Job Profile:**

* Incharge for Branch Operations
* Managing Cash/Cheque flow
* Customer relationship Management
* Compliance training
* Co-ordination with sales and Corporate Agencies
* Preparing MIS, Bank Reconciliation report.
* Cash flow and premium report.

**Previous Experience : July. 04 – Sep.05**

* Worked with **IDBI Ltd** in Retail Assets as an **Operations Asst.**

**Job Profile:**

* Checking Credit Worthiness of Customers.
* Documents verification of Housing loan and Personal loan files
* Documentation and disbursement,
* Reconciliation of financial data,
* Coordination with CPA and Collection department,
* PDC Banking of Pre EMI & EMI and handling all types of customer query.

**Previous Experience : Feb.01 – Aug.02**

* Worked with **SWAP CONSULTANT PRIVATE LIMITED (DSA of HDFC Bank)** as a Car Loan and Personnel Loan Executive.

**Technical Profile:**

* **P.G.** diploma in computer Application from Makhanlal University (M.S.Office, Visual Basic, C++, Lan and Internet)

**Academic Profile:**

* **MBA** with **Finance and Marketing** in 2004 with 70% of marks from Nagpur University.
* B.Com in 2000 from sagar University.
* Higher Secondary with **73%** from M.P. Board.
* Secondary School Certificate Examination from **C.B.S.E.** Board.

**Achievements:**

* **Best Student Award in MBA.**
* Won **First Prize** in inter college **badminton championship**.
* Won several prizes of management programmes like sales promotion, admaking and role play.

**Assets:**

* Communication skills.
* Analytical Skills.

**Personal Profile:**

Date of Birth **:** 31st Dec. 1979

Languages known **:** English and Hindi

Contact no : 91 - 7077037097