**ALKA SINGHAL**

***Seeking assignment in Operations with a growth oriented organization of repute***

***PROFESSIONAL SNAPSHOT***

* Hands on experience in Accounts (billing, excise & G.S.T. return), sales planning & execution, forecasting, channel management for the smooth functioning of the organization.
* Currently working with **Yash Enterprises as an Accounts Manager.**
* An effective communicator with excellent relationship building & interpersonal skills, problem solving organizational abilities, possess a flexible & detail oriented attitude.
* A proactive planner with expertise in strategic planning, customer service oriented programs.
* Strong organizer, motivator, team player and a decision maker with successful track record.

***Core* Competencies**

* Handle all work related Accounts
* Excise & Sales Tax Returns
* Customer Relationship Management
* Team Player

***ORGANIZATIONAL DETAILS***

* **June’21 with Yash Enterprises as an Accounts Manager.**

**Profile:** Tally ERP 9,Optimizing books of accounts. Preparing monthly G.S.T. returns. Prepare & compile various weekly/monthly reports.

* **Oct’18 to June ‘21 with Jai Kumar Arun Kumar Pvt. Ltd. (Dealership of Mahindra & Mahindra – 4 Wheeler) as an Accountant.**

**Profile:** Tally ERP 9,Optimizing books of accounts. Preparing monthly G.S.T. returns. Prepare & compile various weekly/monthly reports.

* **Sep’07 to July’18 with Tirupati Chemicals as an Accountant, Logistics & Administration Head.**

**Profile:** Tally ERP 9,Optimizing books of accounts. Preparing monthly G.S.T. returns. Prepare & compile various weekly/monthly reports.

***Key Result Areas***

* Accounts
* Operate Billing Software
* (SAP) Out bound for ware house
* Excise, Service Tax & Sales Tax Returns.
* Warehouse management for Company owned warehouse.
* Work closely with Logistics team to ensure timely delivery of goods.
* Maintaining day to day stock.
* Generation of various reports for key management decisions.
* Generation of e-way bill.
* Handling customer feedback and making improved processes for customer satisfaction.
* **Jan’06 to Aug’07 with Moonair Appliances (Ahmedabad) as Account & Sales Co-ordination**

**Profile:** Responsible for books of accounts, Sales Target, Ensuring Product awareness in sales team, closely working with customer to retain information about product performance for better customer satisfaction.

*Key Result Areas*

* Handling day to day operations and monitoring the inventory level at warehouse.
* Managing Sales & Purchase
* Handling Customer Queries
* Excise & Sales Tax.

***ACADEMIC CREDENTIALS***

* Diploma in Computer Studies and Tally ERP 9.
* B.Com from Gujarat University.

***IT SKILLS***

* Conversant with operating system; Windows
* Conversant with Accounting & Billing softwares

***PERSONAL DETAILS***

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