



## Resume

### **Bijoy Singh**

10+ Yrs. experience in finance company

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Mobile: 9937887456/ 9864977410

### **Personal Info**

Address:

Vill: Rajgarh

P.O. Nankey Patgaon

Dist. Sonitpur (Assam) 784101

Gender: Male

Date of Birth: 30<sup>th</sup> Jan 1984

Marital Status: Single

### **Skills**

- Managerial Skill
- Operational Skill
- Financial Skill
- Administrative Skill

### **Computer Skill**

- Diploma in Computer
- DTP
- MS Office

### **Languages**

- Assamese
- English
- Hindi
- Nepali

### **Work Experience**

#### **Branch Accountant – Mahindra Finance from 2016 to 2021.**

- Prepare all month end MIS and report to HO.
- Reconcile of Bank Statement.
- Handle all branch expenses, Bills, Vouchers.
- Deal with customer's information, follow up, insurance claims, dues, quarries and complaints.
- Process the loan files of refinance, new case and top up loans & sent for disbursement.

#### **Cashier- Mahindra Finance from 2013 to 2016**

- Cash collection at counter, do ready for bank & punch.
- Maintain all cash related registers.
- PDC & ACH need to do ready for placed & punch.

#### **Back Office- Mahindra Finance from 2010 to 2013**

- All Type of Data entry in portal, All PDC & ACH Maintain.

#### **Field Investigator-NCARe Dept.-Tezpur University'22 to March'23**

- Need to investigate & collect the necessary data from field.

#### **Asst. Accounts-GLS Foods-Guwahati April'23 to June'23.**

- Need to maintain stocks & prepare reports, data & orders.

#### **Credit Operation Exe.-Chola Finance-Tezpur Jun'23 to Aug'24.**

- Cash collection at counter, do ready for bank & punch, file login, disburse, PDD updation, register maintain.

### **Education**

Bachelor of Arts, (B.A.) 2007

T.H.B College under Guwahati University.

H.S. 2004

T.H.B College, Kusumtola Jamugurihat.

H.S.L.C. 2001

Khanamukh Higher Secondary School, Sonitpur.

### **Certifications**

- Certified Industrial Accountant from ICA, Tezpur, Assam.
- Diploma in type writing-Assamese & English.

Signature:- Sri Bijoy Singh