

ANOOP SINGH

Assistant Manager (Billing)

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EDUCATION

May 2009

HNB Garhwal University

Bachelor of Arts,

Uttaranchal Board - 10th - 2004

Uttaranchal Board - 12th - 2006

RELEVANT SKILLS

Data Analytics

Microsoft Office

Citrix Software

SAP (SD Module)

Tally-Prime Gold

Address

H. No.63 Green City,Gholu Majra

Dera Bassi – 140507

SAS Nagar Mohali Punjab

Date of Birth - 05-08-1987

Father's name - sh. Jagat Singh

Nationality - Indian

Marital Status - Married

CAREER OBJECTIVE

Looking for a position as office assistance with Organization utilizing back-office skills and general office administration capabilities to maximize the efficiency of workplace.

PROFESSIONAL EXPERIENCE

Snacks Time Private Limited.

Assitant Manager Billing (FMCG)

- Back-office Coordinator with employee **22 Aug 2022 to Till date**
- Reporting, Billing Coordination.
- B2B Billing Finalization of Verka,Vita, Hafed, Himfed,Comfed-Patna, Markfed.
- Counter Sale (Cash & Credit) reporting on daily basis to CEO.
- MIS –Reporting (Daily, Weekly, Monthly & all types reporting)
- Tally Prime Billing, Credit Note, Debit Note, Receipt Note, Delivery Challan, Journal Entry, Payment Receipt. Contra, Cash Sale entry.
- Excel: Pivot Table, Vlookup, Hlookup, Sum,Average,Count,Subtotal, If function.
- Payment Follow-ups.
- Project Materials Stock Record Maintain.
- Administration Work (Housekeeping, Office Stationery, Store etc)
- Vendor Coordination for Raw materials rates.

Design Atellier

Sr. Executive Operation Admin

- Back-office Coordinator **1 Dec 2018 to 21st Aug 22**
- Purchase & reporting Billing
- MIS –Reporting (Daily, Weekly, Monthly & all types reporting)
- Events & Office Maintenance Equipments
- Housekeeping & Store
- Daily Attendance & Salary

Dainik Jagran group Chandigarh

Sr. Executive Product Sales & Marketing April 2016 to 25 Nov2018

- Agency payments
- Bill confirmation, Covering letters
- Maintain the Circulation ABC Record
- MIS –Reporting (Daily, Weekly, Monthly & all types reporting)

The Hind Samachar Pvt Ltd Chandigarh
Executive in Circulation Department

Feb2011-April 2016

Working on SAP- SD Module

- Perform Clerical duties including filing and inventory
- Billing
- Daily Print Order Update
- Bill Confirmation
- Order Confirmation
- Perform additional general office duties such as assisting staff with their specific work when required.

Major Achievements

- daily increase decrease reports
- & reporting to Circulation Manager
- maintain the black list Agencies Payment

Other exp.

I have worked in Intelenet private ltd as a Domestic BPO for 6 months.

STRENGTH:

- Good interpersonal skills
- Superb communication and administrative skills
- Ability to work unsupervised

PROFESSIONAL OUALIFICATION

One-year advance diploma in hardware networking

3 months CCNA training of NIIT Chandigarh

Date

Place

(Anoop Singh)