

Akshay Kumar Singh R

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Career Objective:

Being Ambitious and Hardworking, looking towards the potential growth where I can utilize my skills, knowledge and to lead a better growth for the organization.

Education:

Qualification	Institution	University/Board	Year of Passing
B. Com	Bapu Degree College	Bangalore University	2017
PUC	Bapu Pre-University College	Department of Pre-University Education	2013
SSLC	New Carmel English School	Karnataka Secondary School of Examination Board	2011

Technical Skills:

Software/s Used: Tally ERP 9, Microsoft Excel, Word, PowerPoint, Nudi 3.0 (Kannada).

Certifications: 1) Office Administration (Tally ERP 9) from Canara Bank institute of Information Technology (CBIIT).
2) Accounts Executive, Tally, GST, Payroll, TDS and TCS from Narayana Training Services (NTS – CMKKY).
3) Soft Skills, Aptitude, Computer Literacy and Interview Skills from Dr. Reddy's Foundation (GROW).
4) National Career Service for Differently Abled – Commercial and Secretarial Training cum Apprentice

Work Experience:

1. Working as a Management Trainee (Recruitment) at Live Connections from 20/11/2023 – 16/05/2024.

Job responsibilities:

- a) Working as recruiter for the organization.

2. Worked as a Operations Executive in image processing of apparel, shoes and clothing brands in Neojit Technologies Private Limited from 14/11/2019 to 26/02/2020.

Job Responsibilities:

- a) Meeting clients and taking leads of different apparels from different companies like Puma, Reebok, H&M, Nike, Levi's, Ramraj, Bata, Tommy Hilfiger, etc.
- b) Involved as a data entry operator of image processing of clothing business, shoes by finding out the correct material, Design, pattern by searching through websites and worked in company software and giving final output to SOLV client.
- c) Delivering Project Leads.

3. Worked as a DTP operator in Matha English School form 13/02/2019 to 03/11/2019

Job Responsibilities:

- a) Preparing question papers from Primary to Degree of government schools and colleges and delivering it to head of the department.
- b) Worked as an Administrative Consultant in the Administration Department of LETC training institute.

4. Worked as a Trainee Process Consultant in Hinduja Global Solutions from 16/05/2018 to 07/01/2019.

Job Responsibilities:

- a) Worked for Humana project in US Health Insurance Domain.
- b) Worked on Physician (CMS 1500) and Hospital (UB-04) Claim forms.
- c) Created control lines such as MHI, MDI and MYI by working on patient details based on their health condition occurred by having Patient name & address, Insured name & address, Date of Service, Place of Service, Procedure Codes, Diagnosis Codes, Hospice, ESRD and Facility address.

5. Worked as a Team Member- Client Delivery process in Excelity India Private Limited from 03/07/2017 to 03/01/2018.

Job Responsibilities:

- a) Worked as a Payroll Executive for various clients of different companies such

as Star India Private Limited, Sony India Private Limited, Proctor & Gamble (P&G) Private Limited, Unilever Private Limited, Standard Chartered, Fuji-Film Private Limited by coming through different forms of couriers.

- b) Finally, Worked on Client’s Payslips by having Basic Salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance and Food Allowance by deducting PF and ESI.

Personal Details

Date of Birth : 21-08-1995
Gender : Male
Marital status : Single
Languages Known: Kannada, English,
Nationality : Indian
Hobbies : Listening Music, Clay Modelling, Art, Badminton

Declaration

I hereby declare that the details above are correct and true to the best of my knowledge.

Place: Bangalore

Signature

Date: 26/02/2024

Akshay Kumar Singh R

