

# Prem Kumar Singh



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Goa, India



## Skills & Course

- Indian Payroll, Compensation Benefits, Income Tax for Payroll and Human Resources
- Tally & National Stock Exchange
- MS-Office
- SAP
- Adobe, Photoshop, Canva & Coral draw, Data Entry
- Operation Management

## Recognition & Achievements

- NSS National republic day parade 2020 (RDC) NSS
- National youth parliament 2021(NYP)
- National Integration camp 2021 Jaipur (NIC)
- Most outstanding student & NSS programme officer shield for meritorious service
- Awarded with Damodar Ratan Award (Best Student for 3 year)
- Secretary of Rotaract Club of Margao Goa

## Language

- English
- Hindi
- Marathi
- Konkani

## Interest

- Editing
- Travelling
- Gaming
- Photography
- Dancing



*Passionate MBA graduate specializing in Human Resource Management, excited to begin my journey in HR. Motivated to put theoretical knowledge into practical*



## Academic Profile

Year	Degree	Institute Name	Percentage
2023	MBAHR	Indira Gandhi National Open University	Pursuing
2021	B. Com (Hons.)	Vidya Vikas Mandals Shree Damodar College of Commerce & Economics Margao	79
2018	HSC (10+2)	R M Salgaocar Higher Secondary School	72
2016	SSC (10)	Popular High School, Margao	54



## Work Experience

23 Months

V-Fran Solution (Cipla Ltd)

Account Associate

July 2021 – September 2023

- Dispatch Operations Management: Expertly managed all aspects of dispatch operations.
- Ensuring seamless logistics and timely deliveries of Cipla Ltd.
- Proficient in utilizing SAP software for efficient data entry and streamlining.

KAPS LIVEWARE

Associate

2019 – 2020

- Data Management Coordinator, Lok Sabha Election 2019.
- High School Data Entry: Managed data entry for ID cards and election details for 12 high schools, ensuring accuracy and completeness.



## Summer Internship

S.M.Inchalmath

Associate

2017 – 2018

Internal Audit Manager, Educational Institutions.

- Audit Oversight: Managed the internal audit of 7 high schools and 2 colleges.
- Financial Review: Examined previous financial statements.
- Revenue Examination: Assessed income from educational institutions.



## Projects

- Lok Sabha Election 2024 ID Card Issuance and Data Management: Successfully managed the issuance and verification of ID cards for over 8,000 election staff members, Staff Coordination and Training & Duty Allocation and Oversight.
- Talent Management in Multinational Corporations MBA Project 2024.
- Customer Audit for Tata Tanisq for management improvement.
- Event Planning and Execution, Team Supervision & Vendor Coordination with "Kamat Production Goa".
- Organized a week-long mental health checkup camp where for counselling, screening and testing for students of all ages from 5-16years old to test depression & learning disabilities for more than 2500 students all over Goa.