



Abhishek Pratap Singh

Account executive

Data Analysis. Proficient in database management, SQL, and data visualization. Skilled in extracting valuable insights from complex datasets, my academic background and projects have equipped me to improve business processes through data-driven solutions.

Eager to contribute to an organization's success by enhancing data-driven decision-making, optimizing operations, and leveraging MIS principles. With a keen eye for detail and a commitment to continuous learning, I'm prepared to support a team in achieving its data analysis goals."

Contact details

8789694359

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<https://www.linkedin.com/in/abhishek-pratap-singh-9360941a7s>

Plot- 44, Mayfield garden, sector – 51, Gurgaon (HR)



Work experience

From (September) 2022 till date with kaff india pvt ltd As

Account exuctive

- Monthly mis report.
- Bank reconciliation, vendor reconciliation.
- Sales billing with GST, Pan India.
- B2C billing.
- Online portal stock checking and update.
- Online orders pressing in logistics departments.
- Dealers orders pressing.
- Voucher entry,
- Billing posting,
- PO generates
- Credit note, debit note
- Delivery challan
- Accounting with GST,
- TDS
- HSN code checking.
- Preparation invoicing document
- Vendor payment
- Making cold calls or reaching out to prospects
- Compiling and analyzing data to find trends.
- Handling complaints and negotiations.

From (October) 2020 till 2022 (September) with Federal

Bank Pvt Ltd. As **Assistant Relationship officer**

- Handling customer queries and issue.
- Sales mis report monthly
- Managing retail branch banking operational activities
- Verification of customer accounts from details.
- Look after sales and generate quality leads and convert them.
- All type of account opening/loan account works.
- Casa sourcing.
- Customer service.
- Client acquisitions and value build up.
- Insurance Sell (Luxury, Home, Health & Life)
- Selling loans (Gold , Home , Luxury)
- Documentation
- KYC verification
- Car loan

Certification And Training

- ACSVS from Patna diploma in compute application
- Netzwerk academy Data analysis
- DIDM Digital marketing

Professional skills

- Data analytics
- Advance excel
- SQL (Big Query, My SQL,
- Tableau
- Power Bi
- Microsoft office,
- Python programming,
- Google analytics,
- Product analytics,
- Dashboards,
- Microsoft office,
- Business analysis,
- Digital marketing,
- SEO,
- SMM,
- SMO,
- CRM,
- Marketing,

Software Skills

- Microsoft ERP
- Tally
- Microsoft office
- Google sheets



Languages

- 1 - English
- 2 - Hindi

Education

- B.A (History Hons.) 2018
R.S.S. Evening College, Delha, Gaya
- Bihar School Examination Board
Class - XII (Science) 2012 - 2014
Rajendra Collage, Chhapra, Bihar
- Bihar School Examination Board
Class - X 2011 -2012
High School Nikhti kalan,

Strengths

- Self-motivated
- Negotiation
- Strong work ethic
- Honesty
- Creative
- Ability and adaptability to learn new technical things quickly.

Hobbies

- Reading book
- Writing
- Cricket

Since 2018 (August) till 2020 (October) with Bright Beginnings Pvt. Ltd As

Accounts assistant

- Mis report
- Preparation of import documents
- Custom department document collected
- Preparation of sales invoice document
- Bill of entry all goods
- Accounting with GST
- E-way bills
- CRM
- Monthly sales reporting
- Inventory
- Debit note & credit Note
- Balance sheet weekly update.

Others :

- Attended workshop on “customer handling & office management” organized by **Ms. Eva**
- Certificate course On **Data Analytics** By **Google**
- Certificate course on “The Fundamentals of **Digital Marketing**” by **Google**
- Certificate course on “Digital Marketing” by **SEMRUSH ACADEMY**.
- Certificate course on “Digital Marketing” by **HUB SPOT ACADEMY**.
- Certificate course on “The Fundamentals of Digital Marketing” by **Great Learning Academy**.
- Certificate course on “Digital Marketing 101, & **Digital Marketing CXOs** by **Simplilearn**.
- Certificate course on “**Digital Marketing Fundamentals**” by **IIDE**.
- Certificate course On “**Business Analytics** with Excel & Introduction to Data Analytics by **Simplilearn**.
- Certificate course on “**Excel – Advance Intermediate**” by Great Learning Academy.

Personal details :

- Father’s name : Shri Prabhu dayal singh
- Date of birth : 8th august 1997
- Gender : Male
- Nationality : Indian

