

INDER PAL SINGH

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Seeking Managerial Assignments (commercial and accounting)

With a growth oriented organization

SUMMARY

- MBA from University Of Jammu with 9+ years of experience in lectureship and commercial department.
- M.COM from University Of Jammu.
- B.COM from University Of Jammu

KEY ATTRIBUTES

- A dynamic Commercial Professional with over 7 years of experience in Toll verification , completion of related documents, pollution control documents, sales tax authorities, import and export of forms at Lakhanpur.
- Excellent communication and management skills; ability to work simultaneously with management functions including planning, organizing, directing, staffing and controlling.
- A team performer with an excellent compatibility to perform in a group & build fruitful relations with the team.
- Possess clarity of thought and expression in order to communicate effectively and assertively
- Ability to work under pressure and adaptability towards dynamic working environment
- Posses appropriate people's skill in to motivate and lead people effectively

PROFESSIONAL EXPERIENCE

- Currently working **Uflex Ltd, Jammu as an Officer.**
- Also working as a nodal officer to the ministry of HRD to the R.k degree college.
- Two Years experience as a lecturer in Management in R.K.DEGREE COLLEGE affiliated by Jammu University

POST-MBA / M.COM Experience:-

➤ Resource Commercial Accounting:-

- Booking Receipts for scrap in Oracle.
- Booking of cheques for scrap in Oracle.
- Cash expenses booking in Oracle (PRODUCTION)
- Cash expense booking in Oracle (MARKETING).
- Dealing with the electricity bill compilation.
- Dealt with the compilation of scrap including the specific items such as: - wooden pallets, pet coke ash, garbage, iron heavy, iron light.
- Booking of GIN and posted in oracle.
- Booking of cheques.
- Booking of production related invoices.
- Deals with inflow and out flow of cash.
- Control over cash related transactions.
- Scrap Billing.
- Booking of contractor/job work related invoices.
- Preparation of C.I.F.
- Taking W.I.P (WORK IN PROGRESS) related to production departments.

➤ Resource Commercial Sales Tax

Toll verification and completion of related documents:

- Taking care of import of related document queries coordinate with transporter.
- Export of finished goods related document queries coordinate with the transporter.
- Follow up with toll tax post of excise and taxation department at Lakhanpur regarding the balance quota of import and export and step accordingly.
- Coordinate and follow-up at p-side railway post and airport for import of raw material and export of finished goods
- Insertion of new item of raw material / consumables in annual toll tax form from DIC
- Permission regarding the import / export (repairing) of any machinery from DIC, and follow up at Lakhanpur with department.

Pollution Control Documents:

- Renewals in consent to operate (plant), and fulfill the related queries of Pollution Control Board, check and prepared according to the norms of PCB.
- Renewals of authorization under Hazardous Waste, satisfy the official on visit and slove and prepared documents
- Coordinate with the departments for timely SMR and check the various departments LOG book and ensure we follow the PCB norms and work accordingly.

Sales Tax Authorities:

- Verify the request and issuance of “c- Forms”.
- Preparation of VAT-65 form details, coordinate with purchase department and agent at Lakhanpur, verification and apply for new VAT-65 forms from the department
- Import and Export of the vehicles from sales tax department Lakhanpur for proper verifications and smooth transactions under entry tax department.
- Documents for insertion of items in R.C permission for Export (repairing of machinery).
- Filling the VAT-65 return to Sales tax Department.

Import and Export forms at Lakhanpur:

- Annual toll tax exemption form for the instant and next financial year from the department.
- Preparation of import and export form details.
- Coordinate with the agent at Lakhanpur for proper and smooth transactions for import and export forms.
- Annual assessment for toll tax exemption form from department.

➤ **Lecturer in R.K Degree College**

- Handling B .COM and B.B.A both the streams.
- Act as a HOD (B.B.A).
- Verification of student marks ledger with the University Of Jammu.
- Act as a Deputy Superintendent at the time of Annual Examination.

➤ **Projects undertaken with the students names as under:-**

- 1. Customer satisfaction under the brand of Coca-Cola.
- 2. Customer satisfaction and responses of Hyundai automobiles with recommendations.
- 3. Customer satisfaction of other telecom service provider with BSNL.

PROJECTS UNDERTAKEN

- Underwent 2 months summer training project with BSNL, Jammu on the benchmarking of Employee Value Proposition and employee needs of BSNL.
- Project on Danik Jagran in brand promotion.
- Project on in HRD and employee needs of BSNL.
- Nodal Officer in R.K Degree College to Ministry of HRD
- Trained in Good Manufacturing Practices.
- Provided Certification of **AGMARK REPLICA** to **Uflex Limited Unit-II.**
- **TRAINING IN FIRE AND SAFETY.**
- **Trained in GMP.**
- **Training related to COMMUNICATION SKILLS by Mrs. Pooja Malik.**

Technical Knowhow:

- One year diploma in typing.
- One year diploma in shorthand.
- Advanced diploma in information technology.
- Knowledge of ORACLE, M.S WORD, M.S EXCEL, M.S POWER POINT.

ACHIEVEMENTS

- Silver medalist in CHILD CARE INDIA project for unprivileged children.
- Participated in MSMI conference.
- Participated in workshop on the higher education survey under HRD Ministry.
- Participated in intercompany FIRE AND SAFETY training.
- Participated in GOOD MANUFACTURING PRACTICES training.

EDUCATION

- MBA University of Jammu 63% year 2011
- M.COM from University of Jammu 54% year 2009.
- B.COM from University of Jammu 56% year 2006.

EXTRA CURRICULAR ACTIVITIES

- Won prizes in Quiz Competitions and public speaking events at college
- Participated and organized extracurricular activities like quizzes, debates etc.
- Won silver medal in HELP AGE INDIA.

INTERESTS / HOBBIES

- Travelling.
- Surfing internet
- Driving
- Cooking
- Reading books ie:- Buddhism spirituality, autobiographies,

PERSONAL DETAILS

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