



# Ng Vikash Singha

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- Male
- 02/10/1996
- Single
- Indian

## Skills

### Typing



### Internet Surfing



### Excel



### Accounting



### Tally ERP



### MS Office Word



### MS Office Powerpoint



### Data Entry



## Languages

### Hindi



### English



## SUMMARY

Enthusiastic and quick-learning B.Com graduate with a keen interest in finance, business fundamentals, customer service, and possesses good analytical and communication skills. Proficient in specific software like Excel and Tally. Dedicated to contributing to team success and eager to learn from experienced professionals.

## EXPERIENCE

Mar 2021 - Jun 2023

### Collection Executive | HDFC Bank

- Reduced outstanding debt through proactive collection efforts, including identifying high-risk accounts and implementing targeted collection strategies.
- Successfully negotiated payment plans of delinquent customers, resulting in improved collection efficiency.
- Resolved customer disputes related to billing errors, leading to increased customer satisfaction and timely payments.

## EDUCATION

2023

### B.Com | Indira Gandhi National Open University (IGNOU) Delhi

2016

### XII

English

2013

### X

English

## CERTIFICATIONS

05/11/2022 - 16/05/2023

### Diploma in computer application | Institute of advanced computing(IAC IAC, PAILAPOOL

The Diploma in Computer Application from the Institute of Advanced Computing equips students with essential skills in software applications, programming, and data management. This comprehensive program prepares graduates for various roles in the tech industry, enhancing their employability and technical proficiency.

01/02/2023 - 26/04/2023

### Tally Prime with GST | Institute of advanced computing(IAC) IAC, PAILAPOOL

Tally Prime with GST course at IAC, Pailapool, equips learners with essential skills in accounting software and Goods and Services Tax compliance, enhancing financial management capabilities for businesses. It combines theoretical knowledge with practical applications for effective use in real-world scenarios.

**Manipuri**



**Interests**

**Meditation**

**Long run**

**Listening to good old music**

## **OBJECTIVE**

Results-driven Collection Executive with expertise in reducing outstanding debt and enhancing collection efficiency. Seeking to leverage strong negotiation and dispute resolution skills to contribute to a dynamic team and improve financial outcomes. Committed to delivering excellent customer service while achieving organizational goals.