

Shivani Singh

New Delhi, Delhi

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8800829257

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Personal Details

Highest Career Level: 5+ years experience

Work Experience

Assistant Manager

Otherside Creative Agency - New Delhi, Delhi

Present

Responsibilities:

- Gross Profit Reconciliation.
- Inventory Reconciliation.
- TDS report
- GST/ITC Report
- Preparation of documents for Inward & Outward remittances.
- MIS preparation
- Cash Management
- Client servicing at Exhibitions
- Sale & Purchase Accounting

Virtual Trainer - Spoken English

UFABER - New Delhi, Delhi

Present

Content Writer Intern

Other Sector - New Delhi, Delhi

March 2020 to September 2020

Education

Master's in Operations

Icfai University - New Delhi, Delhi

Present

Post Graduation in Content Writing

Symbiosis University - India

Present

Master's in Essential Management Skills

International Business Management Institute - Berlin, Germany

Present

Bachelor's in B.Com

Delhi University - New Delhi, Delhi

Higher Secondary(12th Pass) in Commerce**Secondary(10th Pass)**

Skills / IT Skills

- MS Excel
- Tally ERP
- Microsoft 365 ERP
- Operations Management
- MS Word
- Content Writing

Certifications and Licenses

Law Course - Enforcement of Fundamental Rights

Present

Law Course - Legal Provisions for the Protection of Women

Present

Additional Information

Certification in entrepreneurship