

Prem Kumar Singh

+91 9834856350

Singhniranjanj7@gmail.com

www.linkedin.com/in/pre
mksingh05

05-09-1999

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.