

Sushil Prakash Singh

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Profile Summary

A strong experience of over 10 years into diversified field of business operations, financial reporting and data management. I have holding NCFM (Financial Market: A Beginner's Module) certification. I am interested in field of MIS, data, account and financial operation. I have good knowledge in advance excel (Vlookup, Hlookup, Pivotable, conditional formatting, index, match and logical formulas).

Career Objective

A professional seeking to have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

Educational Qualification

S.Y.B.COM	S.R.S.S. College of Arts & Commerce, Mumbai University	March 2004
H.S.C.	Shivner Junior College of Arts & Commerce, Maharashtra Board	March 2002
S.S.C.	Manav Vikas Vidyalaya, Maharashtra Board	March 2000

Certifications

- NCFM – Financial Market: A Beginner's Module – Issued date – Dec 2016

Computer Proficiency

- MS Office (Word, Excel, Power Point), Advance Excel
- Tally 6.3
- D.T.P. (Coral Draw, Adobe Photoshop, Page Maker)

Work Experience

Company:	Heckyl Technologies Pvt. Ltd.
Duration:	16 Mar 2016 – Present
Role:	Data Manager
Jobs Responsibility:	
➤ Responsible for client data management and data processing as per business requirement.	
➤ Analyzing company's financial reports to identify company's financial position and stability.	
➤ Prepare MIS and reports on periodic basis.	
➤ Collecting credit rating data from different rating agencies and prepare uniform format and upload in the system.	

Company:	Network18 Media & Investment Pvt. Ltd.
Duration:	5 Year 4 Months (From Nov. 2010 to Mar 2016)
Role:	Sr. Customer Care Executive
Jobs Responsibility:	
➤ Attracts potential customers by answering product information and service questions; suggesting information about other products and services. Handle in bound calls. Email responses to the customers.	
➤ Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.	
➤ Manage customer care support for web portal and coordinate with IT team for quick resolution.	
➤ Manage mutual fund page on moneycontrol.com and update new mutual fund scheme on daily basis.	
➤ Ensure mutual fund NAV and dividend must be updated on MF page in moneycontrol.com.	

- Responsible for updating broker's report on moneycontrol.com under market page.
- Maintaining MIS reports for traffic on moneycontrol.com web portals.

Company:	FIS Global Business Solutions India Pvt. Ltd.
Duration:	4 Years (From Nov. 2006 to Oct. 2010)
Role:	Team Member
Jobs Responsibility:	
<ul style="list-style-type: none"> ➤ Responsible for data processing for Amex credit card payments. ➤ Perform reconciliation of payment processed on daily basis. ➤ Prepare periodic reports on card payment for the senior management. 	

Personal Information

Date of Birth: 24th August 1984.
 Gender: Male
 Languages: English, Hindi, Marathi
 Nationality: Indian

Place: Mumbai

Sushil Prakash Singh

(Signature)