

## **CHANDAN SINGH**

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### **Career Objective**

*To work sincerely building a symbolic relationship with your organization, where my efforts will be complemented by career growth, Looking for a long-term association with a people-oriented organization.*

### **Work Experience**

#### **Ace Insurance Brokers Pvt Ltd. Since Nov'07 to Till Date**

*Designation: - Accounts Executive (Receivable)*

*Used Software: - (1) SAIBA ERP PACKAGE (2) TALLY.ERP 9 (3) MS NAVISION*

### **Skills & Competencies: -**

- *Account receivable management.*
- *Billing Dispute Resolution.*
- *Month end closing and reconciliation.*
- *Time management & Prioritization.*
- *Financial Reporting and Analysis.*
- *Invoicing & Account Accuracy.*
- *Payment Plan Negotiation.*
- *Cross-functional collaboration.*
- *Payment Plan Negotiation.*
- *Collections and debt recovery.*
- *Knowledge of accounting software & systems.*

### **Current Job Description :-**

- *Manage and optimize accounts receivable processes using advanced financial software tools.*
- *Collaborate with cross-functional teams to streamline billing and collections workflows.*
- *Implement AI-driven solutions for predictive analysis of customer payment behaviours.*
- *Ensure compliance with financial regulations and company policies in all transactions.*
- *Lead initiatives to automate routine tasks, enhancing efficiency and accuracy.*
- *Conduct detailed analysis of accounts receivable data to identify trends and insights.*
- *Mentor junior team members in best practices and emerging technologies.*
- *Develop strategic plans to improve cash flow and reduce outstanding receivables.*

- *Facilitate remote collaboration using digital tools for seamless team communication.*
- *Adapt to new industry trends and technologies through continuous professional development.*
- *Negotiate payment terms with clients to optimize revenue collection cycles.*  
*Business booking*

***Additional Learnings and work Experience: -***

- (1) Working on various Reports Like business, pending, due, etc.*
- (2) Follow-up for commission statements from various insurance companies.*
- (3) Check & raise Invoices for Brokerage, Rewards, etc.*
- (4) Follow-up for payments & other dues, insurer-wise reconciliation*
- (5) Bank receipt & TDS, GST, SGST, CGST, IGST, etc.*
- (6) EPF Return and Maintaining Records*
- (7) ESIC Return and Maintaining Records*
- (8) Cash Vouchers and maintaining Vouchers*

***HR & Admin Works: –***

- (a) Preparation of Offer Letters, Incremental letters, Relieving Letters, etc.*
- (b) Maintaining the Employee Record and updating it on regular basis.*
- (c) Preparation of Salary & Attendance Sheets and Salary Slips.*

**Previous Assignments**

**SEA-HAWKS TOURS & TRAVELS PVT.LTD. Since NOV-2006 to Sep-2007**

*Designation: - Computer operator*

*Job Profile: - All types of data entry letter typing & e-mail etc.*

**Educational Qualification**

- ↗ *10th from CBSE*
- ↗ *12th from CBSE*
- ↗ *B.A from Global Open University*
- ↗ *MBA (Finance & Human resource) from NITMS*

**Additional Qualification**

- ↗ *Two years Diploma in Machinist Trade from I.T.I Nizamuddin, New Delhi*
- ↗ *Typing Speed of 40 wpm (English)*
- ↗ *Basic Computer course from RVTS Delhi*
- ↗ *Diploma in International Airlines & Travel Management with DS(Amadeus)*  
*From a leading Institute at the national level*  
*India International Trade Centre (IITC) New Delhi*
- ↗ *Done certificate course Business Central (MS NAV) functional from Croma campus.*

### Computer Skill

↗ Operating System	MS-DOS, XP, VISTA, Windows 7,10,MS 365
↗ Packages	MS Office, networking, excellent knowledge in Excel & Ms word (2003, 07) SAIBA (Insurance Software) Tally ERP 9 & Microsoft Navision 2016
↗ Other	Internet, E-Mail, System Analysis Microsoft Outlook

### Strength

*Focused, motivated, and goal-oriented, energizing people to work in harmony and a spirit of teamwork and possessing ample analytical ability open to new ideas and viewpoints of others, decisive and deterministic nature.*

### Personal Information

*Permanent Address: H.no E-12 Phase-1 Jai Vihar Najafgarh N.D-110043*  
*Father's Name: Late Shri Govind Singh*  
*Date of Birth: 01st August 1981*  
*Nationality: Indian*  
*Marital Status: Married*  
*Gender: Male*

*Place: -*

*Dated: -*

**(CHANDAN SINGH)**