



NAVNEET SINGH

Finance Intern

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📍 Colombo, Sri Lanka

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SKILLS

- ▲ Analytical and financial modeling skills
- ▲ Strategic thinking and detail oriented
- ▲ Knowledge of ERP systems and related technologies
- ▲ Excellent time management and organizational ability
- ▲ Ability to multi-task and meet constant deadlines
- ▲ Willingness to work long hours, when necessary
- ▲ High level of accuracy

CERTIFICATIONS

- ▲ Inbush Era World Summit (2019), Amity University
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- ▲ Digital Unlocked (2017), Google
- ▲ Advance Diploma in Computer Application (ADCA) (2016), HAD

PROFILE

Result-oriented professional with 2+ years of experience and a proven knowledge of budgeting, financial analysis, fixed asset management and financial & business modeling.

PROFESSIONAL EXPERIENCE

Finance Intern

Ceylon Steel Corporation Ltd. (Lanwa)

Colombo, Sri Lanka / Sep 2019 – Present

Hands on experience in SAP ERP Sys. / Reporting Directly to Accountant & Finance Manager

Tasks i

- Manage fixed asset registers totaling more than \$78 million in additional, transferable and disposable assets.
- Conduct an annual physical inspection and photo collection of all fixed assets with a separate report for misplaced and broken assets.
- I am in charge of setting up budgets, creating flexible budgets, and evaluating performance on a monthly basis.
- I am also responsible for comparing planned figures with actual results and inquiring to the department head about deviations and possible cost reductions.
- Recording and maintaining daily Fuel Expenses register of employees and company vehicles.
- Preparing QTB Sales Report for key corporate customers.
- Aided in the preparation of a report on Internal Transportation and Scrap Sales.
- Performing customer receipt, settlement, and clearance tasks.
- Assisted with preparation of Final Accounts for subsidiary company.
- Participated in allotment-based stock verification activities yearly.
- I'm in charge of several ad-hoc analyses and financial modelling work.

Accountant Intern

Zenith Birla (India) Limited

Mumbai, India / Jun 2018 – Jul 2018

Hands on experience in Tally Accounting package / Reporting Directly to Account Manager

Tasks i

- Verifying and passing Journal entries for Purchase, Sales, Expenses and Contractor Bills.
- Recording Inter-company Purchase and Sales transaction.
- Managing daily Cash Book for receipts and payments.
- Participate in Banks Reconciliation processes.
- Participate in the monthly physical stock verification.

LANGUAGE

⬆ English

*Professional working
proficiency*

⬆ Hindi

Native proficiency

EDUCATION

📖 **MBA – Finance**

Cardiff Metropolitan University (ICBT)

Colombo, Sri Lanka / Sep 2019 – 2021

📖 **BBA – Business Administration**

Amity University

Utter Pradesh, India / Aug 2016 – Apr 2019

Activities ĩ

- Class Representative (C.R) of our class
- Active member of case study committee
- Presented research paper in Inbush Era World Summit

📖 **Advance Level (Grade 12)**

Loyola Convent School

Ranchi, India / Apr 2014 – Mar 2016

Activities ĩ

- Certified in participation in essay competition conducted by Bajaj FinServ

📖 **Ordinary Level (Grade 10)**

Loyola Convent School

Ranchi, India / Apr 2012 – Mar 2014

📌 Snapshot of my work is added here: <https://k00.fr/xhd8pys4>