

Curriculum Vitae

Ms. Neel Kamal Singh

I-7/10, Spaghetti complex, Sector 15, Kharghar, Navi Mumbai -410210

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Career Objective:

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

Educational Qualification:

- M.Com (Financial Accounts) from DDE - (Mumbai University)
- B.Com from Swami VES College, Chembur, Mumbai (Mumbai University)
- HSC from Atomic Energy Junior College, Mumbai (Maharashtra Board)
- SSC from Atomic Energy Central School, Mumbai (CBSE)

Other Qualification:

- Diploma in Web Programming (6 months) from St. Angelos Computer Institute Mumbai (HTML, DHTML, XML, JavaScript, Dream Weaver, Flash)
- Diploma in Desk Top Publishing (6 months) from St. Angelos Computer Institute, Mumbai (CorelDraw, Photoshop, PageMaker)
- Certificate course - Typing & Shorthand
- Digital Marketing Certificate from Google - Digital Unlock

Computer Knowledge: DTP, MS Office- Word, Advanced Excel, Power point, Access, Email, Internet

Work experience: 18 Years +

- **Worked for MUSCAT HORIZON INTERNATIONAL LLC Indian Operations dealing in chemicals used in sports surfaces as Marketing Executive from Dec -2017 to Oct-2018. Reporting to Country Head.**

Job Responsibility:

- Marketing and business promotional activities.
- Quotation and samples distribution
- Customer communications
- MIS reporting
- Other Administration and secretarial activities

- **Worked for ORGANICA BIOTECH PVT. LTD manufacturers of Organic Fertilizers and waste water treatment as Marketing Service Executive from 2014 to Feb-2016. Reporting to VP (Agriculture) and Managing Director**

Job Responsibility:

- Tenders and Quotation
- Coordination with dealers/distributors/customers.
- Order processing and payment follow up.
- Coordination for insurance and transport.
- Checking and processing expenses claim.
- Support to Marketing Team.
- MIS reporting.
- Other administration activities

- **Worked for PRINT-PACKAGING PVT. LTD/NEXT EVENTS PVT. LTD., Exhibitions Organisers as Business Development Executive from Dec-2013 till Oct-2014. Handling event promotional activities. Reporting to President/Managing Director.**

Job Responsibility:

Event Promotional activities (Digital Marketing) and providing Secretarial/Administration support to Team.

- **Worked for HINDUSTAN PLATINUM PVT. LTD precious metal refining company based in Navi Mumbai as *Executive Assistant to General Manager (Sales and Marketing)* for 2010 to 2013 -3 years. Reporting to GM and Managing Director**

Job Responsibility:

- Providing Secretarial & Administration support
- Communications with customers (refineries) for collection of waste chemicals and order executions.
- Tenders and quotations
- Follow up for payments and C forms
- Coordination for imports of Activated charcoal with vendors and Shipping agent.

- **Worked in YOU SNAPPER INDIA WIRELESS PVT. LTD. a Telecom joint venture (Red snapper Malaysia & You Broadband Pvt Ltd,-India) as *Senior Executive - Corporate Resources 2008-2010 (2 Years)* Reporting to You Snapper-CEO**

Job Responsibility:

- Providing Secretarial & Administration support to the Director & team members
- Screening, managing emails and arranging corresponding on timely manner.
- Co-ordination for MIS reports.
- Checking and processing travel expenses and other cash reimbursement.
- Calendar management & organizing appointments/conference calls/meetings
- Preparing MOM & its distribution.
- Other HR functions & administration functions.

- **Worked in Sales/Marketing Dept. EMCO MEDITEK PVT. LTD, Mumbai an ISO 9002 certified medical equipment manufacturing Company from Dec 1999- July 2002 (3.5 Years) as *Executive Secretary cum Sales Administration.* Reporting to Managing Director**

Job responsibility:

- Preparation of Tenders/Quotations.
- Supporting Sales/Marketing for Business promotional activities.
- Coordinating with Sales/Service engineer/Dealers/Distributors.
- Customer communications and support activities.
- ISO 9002 documentations.
- MIS reporting.
- Data management (using MS Access) & updating periodically to Sales Executives e.g. customer list product wise, area wise, sales etc.
- Email disbursement to concerned person
- Designing layout for Product Catalogues, Advertisement, Letterheads and Envelope.
- Self-correspondence for payment follow-up, bank guarantees, 'C' forms, road permit forms, intro letters, order acceptance letters, quotation etc
- Other administrative and secretarial functions.

- **Worked in Commercial Dept. in SAKHI ENGINEERS PVT. LTD (manufacturers of Industrial Valves) from April 1995 to Nov 1999 (4.7 Years) as *Commercial Assistant. Reporting to Sales and marketing Department head and Managing Director***

Job responsibility:

- Preparation of Invoice/Proforma Invoice (domestic/export)
- Follow-up for payments/C forms/Bank Guarantee/Road permit forms etc.
- Export documentation before shipment and after shipment till the realization of proceeds.
- Communication with International clients regarding shipment and payments.
- MIS reporting on Orders status, payment status etc.
- Coordinating for Order execution with respective departments.
- Preparation of payroll in fox pro based program.
- Market research for new clients through internet.
- Other administrative and secretarial functions.

- **Worked in Accounts Dept. in M/s. ASHA TRADING CO (Dealers of ACC Cement) Sister concern of NIRAJ CEMENT STRUCTURALS LTD. at Deonar, Mumbai from 1994-1995 (1 year) as *Accounts Assistant. Reporting to Chief Accountant and Managing Partner.***

Job responsibility:

- Preparation of Cheques.
- Preparation of Invoice/proforma Invoice.
- Handling Petty Cash.
- Maintaining Books of Accounts.
- Bank reconciliation.
- Auditing and Finalisation of Accounts.

Personal Details :

Gender : Female
Date of Birth : 12th June 1972
Marital Status : Divorced
Nationality : Indian
Languages known : English, Hindi, Marathi, Telugu, Kannada.

References:

1. **Mr. Pranav Kulkarni- General Manager/Country Head**
Muscat Horizons International LLC's Indian Operations Contact no.9930016469
2. **Mr. Ganesh Kamath- Managing Director**
Organica Biotech Pvt. Ltd. Contact no. 8692889289
3. **Mr. Anil Arora- President**
Print Packaging Pvt. Ltd – contact no. 9819344439

Declaration: The information provided above is true to the best of my knowledge.

Place: Mumbai

NEEL KAMAL