

Curriculum Vitae

RUBY SINGH

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Flat No.-207, Surya Vishal Complex,

Kolhua Vinayaka, Kamachha,

Varanasi

Pin Code-221010 (U.P.)

CAREER OBJECTIVE:

“To excel in the field of teaching and training with the help of providing consistently improved skills and updated knowledge & performing research activities in the management disciplines (i.e. Finance, Marketing and Human Resource Management).”

PROFESSIONAL EXPERIENCE:

Office Executive- Indu Biotech. Farm Research, Varanasi.

Mar. 2010 – Mar.2012.

RESPONSIBILITIES:

- *Maintained the daily transactions data in the MS excel sheets.
- *Contacted customers/agents to remove any discrepancy in the received data.
- *Prepared daily / weekly reports for different departments as per their standard formats.
- *Analyzed the results and recorded the fluctuations in the computed values as compared to the standard values.
- *Answered to the daily query / complaint mails by customers.
- *Mailed the analysis results with personal comments to higher authority for further processing.
- *Updated the report formats as per the instructions from the higher management.

PROFESSIONAL QUALIFICATION:

► Completed **PGDM in FINANCE & INSURANCE RISK MANAGEMENT** with **71.66%** from **SCHOOL OF MANAGEMENT SCIENCES, VARANASI, U.P.**

EDUCATIONAL QUALIFICATION:

► Presently pursuing Ph.D. in **(Finance)** at Faculty of Management Studies, Banaras Hindu University, Varanasi from March 2013 to present.

Research Topic ---- “Foreign Direct Investment in Insurance Sector: Implications for Policy Making in India.”

► Cleared **UGC-NET (Management)- June 2012.**

► Completed **B.Com in FINANCE** from **SHRI AGRASEN KANYA AUTONOMOUS P.G. COLLEGE, VARANASI, U.P** in the year **2008.**

- ▶ Completed 10+2 in COMMERCE from **S.D.S. INTER COLLEGE**, VARANASI, U.P. in the year **2005**.
- ▶ Completed 10th from **A.M. INTER COLLEGE**, VARANASI, U.P. in the year **2003**.

COMPUTER SKILL:

Working knowledge of M.S. Office (Word, Excel, Power Point e.t.c.) & Tally.

SUMMER TRAINING:

Organization: **RELIANCE LIFE INSURANCE CO. LTD.**

Place: **VARANASI**

Duration: **Two Months**

Topic of the Project: **Comprehensive Study Of Mutual Fund**

PROJECTS UNDERTAKEN:

Industry Analysis: (CMIE DATABASE) **Comparative Study of ICICI Bank with overall Banking Industry.**

Field Survey Report: **Study on Problems of Widows in Urban Varanasi.**

AREAS OF INTEREST: Money, Banking & International Trade, Commerce, Financial Management, Insurance, Accounting, Business study Human Resource Management, Business Environment , Entrepreneurship, Insurance & Financial markets.

STRENGTHS:

Flexible & Adaptable, Confident, Determined & Decisive, Logical & Methodical approach to achieving task & objectives.

INTEREST & AVOCATION:

Playing Badminton and Listening music.

PERSONAL INFORMATION:

Father's Name : Mr. Chandra Sen Singh.

Mother's Name : Smt. Indu Bala Singh

Date of Birth : 03/03/1987

Nationality : Indian

Marital Status : Single

Language Known : English & Hindi

Declaration:

I hereby declare that all the above-mentioned information's given by me true to the best of my knowledge & maintains all the sancity.

Ruby Singh