**Pammi Singh**

Date of Birth: 2nd Jan 1986  
Mailing Address: F 303 Terra Elegance opposite to omaxe meadow, Bhiwadi, Rajasthan  
Contact No.: +91 9899526860  
Email Id: Pammi71986@gmail.com

**CAREER OBJECTIVE**

*To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.*

**EDUCATIONAL QUALIFICATIONS**

| **Course** | **Degree Name/**  **Specialization** | **Name Of Institution** | **Year Of Passing** |
| --- | --- | --- | --- |
| Post-Graduation | Finance(Major) | IPS Indore | 2009 |
| Graduation | B.Com | ABR,Anpara | 2007 |
| XIIth | AISSCE | D.A.V Public School | 2003 |
| Xth | AISSE | D.A.V Public School | 2001 |

**INTERNSHIP PROGRAM**

* Shriram Transport Finance Co. Ltd. (One Month)
* Reliance Communication (3 Weeks)

**CERTIFICATE**

* Certificate course in “**Commodity Market”**
* Certificate course in **“Computer Application”**

**SKILL-SETS**

| Operating System | Windows 11 |
| --- | --- |
| Software | MS Word, MS Excel, MS Power Point, Tally 9.0 |
| Linguistic skills | English, Hindi |

**EMPLOYMENT DETAIL**

* **Worked in INDIAINFOLINE as an executive for 5 months.**
* **Currently working with “DKM Online Pvt. Ltd” from June 2011.**
* **Current Role: Team Leader from last 5 years.**

***Responsibilities:***

* Supervising a team of 6 individuals.
* Conducting training sessions for new team members on job responsibilities.
* Engaging with clients to address and resolve their queries.
* Visiting RPFC for critical cases.
* Processing Payroll and Co-coordinating with accounts Department for timely Disbursements of the salaries, Incentives, Allowances.
* Handling employees query and grievances related to salary and compensation.
* Preparation of F&F settlement and timely disbursal as per company policy.
* Organizing and managing helpdesk operations at client sites.
* Resolving client queries and issues related to PF and UAN.
* Preparing PF advice, creating ECR Challans, uploading UAN/KYC data in DKM software, and handling online monthly IW returns.
* Generating monthly Challans.
* Managing client accounts including PF settlements, loans, transfers, and handling online transfer approvals using OTCP tool.
* Providing web-based provisional information such as Individual Ledger Account Sheets to employees.
* Performing PF calculations post reconciliation of payroll data received from the company.
* Filing Online Form 5A (Details of Director).
* Filing Online Monthly Returns for exempted companies (Trusts like FIS Global, McKinsey, and Hughes Communication).
* Managing relationships with over 80 clients including FIS Global Business, McKinsey Knowledge, Elsevier, LexisNexis, Bausch Lomb, Canara HSBC Bank, Indus Towers Private Limited, Oravel Travels (Oyo Rooms), InterGlobe Technologies, etc.
* Registering companies on the PMYRP portal to facilitate benefits and administering PMYRP benefits to eligible companies.

**DECLARATION**

I hereby declare that the information furnished by me is correct to the best of my knowledge.

Place : Bhiwadii

Date : Pammi Singh