

Adesh Pratap Singh

📍 Jaunpur Uttar Pradesh India

📞 +91 86018 36168

✉️ adeshpratapsingh832@gmail.com

Professional Summary

Detail-oriented and dedicated Accounts and Operations Professional with over 2.7 years of experience at CJ Darcl Logistics Ltd. Skilled in SAP data entry, accounts receivable management, and logistics operations including Proof of Delivery (POD) tracking. Strong organizational abilities with a commitment to accuracy and operational efficiency. Enthusiastic team player with a focus on client satisfaction and continuous process improvement.

Key Skills

- SAP Data Entry & Management
- Accounts Receivable Handling
- Logistics & POD Tracking
- Operational Coordination
- Documentation & Reporting
- Team Collaboration
- Basic Financial Processes

Professional Experience

CJ Darcl Logistics Ltd. – Ankleshwar, Gujarat, India

Assistant Officer – Accounts & Operations

April 2024 – January 2025

- Handle data entry tasks in SAP for operational records
- Monitor and manage accounts receivable to ensure timely collections
- Coordinate POD processes and documentation for logistics accuracy
- Support daily operational tasks and client service efficiency

Assistant – Accounts & Operations

June 2022 – March 2024

- Maintained records and reports related to accounts and logistics
- Assisted with day-to-day tasks including billing, tracking, and coordination
- Contributed to improved workflow by supporting back-end operational activities

Education

Master of Arts (Arts) – 2023

Veer Bahadur Singh Purvanchal University, Jaunpur, UP

Bachelor of Arts (Arts) – 2021

Veer Bahadur Singh Purvanchal University, Jaunpur, UP

Certifications

- Rail Business Unit
- Tally ERP9

Hobbies & Interests

- Outdoor Activities: Staying active and connecting with nature
- Sports: Cricket and Kabaddi
- Traveling: Exploring new places and cultures
- Photography: Capturing scenic moments and landscapes

Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief.

Place Jaunpur

Date:

ADESH P. SINGH