

Portfolio: Mukul Singh

Biographical Section

I am Mukul Singh, a highly motivated and hardworking individual pursuing a Master of Management (Level 9) at ICL Graduate Business School, New Zealand. With a Bachelor of Commerce from Punjab University, Chandigarh, India, I bring diverse work experience in customer service, accounting, and team management. My passion for personal and professional growth drives my ambition to build a successful career in management.

Career Aspirations

I aim to leverage the knowledge and skills acquired during my Master's program to secure a leadership role in the business sector. My goal is to contribute to organizational growth while honing my expertise in strategic management, project management, and team leadership. I aspire to continually learn and expand my professional network to tackle significant challenges in the future.

Self-Evaluation

My strengths include time management, communication, organizational, and leadership skills. I possess a strong work ethic and excel in multitasking environments, managing responsibilities efficiently. I am committed to developing my problem-solving and negotiation skills further, alongside enhancing my strategic thinking capabilities.

Contact Information

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Project Work Section

Customer Fraud Queue Analysis

- Role: Team Member, TaskUs
- Details: Collaborated in the DoorDash process to identify genuine refund requests by analyzing customer records.

Accounting System Update

- Role: Accounts Executive, Sunil Roshan & Co.
- Details: Used Tally Prime software to update sales and purchase records, ensuring compliance with accounting standards.

Work Experience Highlights

- Associate – Tech Mahindra (March 2020 – March 2021)
Addressed customer queries, recommended optimal plans, and resolved billing discrepancies.
- Accounts Executive – Sunil Roshan & Co. (July 2021 – December 2021)
Managed financial data and audited sales and purchase records for accuracy and compliance.
- Team Member – TaskUs (February 2022 – August 2023)
Analyzed customer fraud cases to ensure genuine refunds.