

DHRUB SINGH

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PROFESSIONAL SUMMARY

A highly disciplined and analytical finance and corporate compliance professional pursuing Bachelor of Commerce (B.Com) and Company Secretary (CS) qualifications. Proven expertise in corporate governance frameworks, secretarial compliance, and modern financial technologies. Combines practical experience in accounting and marketing with advanced technical skills in Tally Prime, Power BI, and MS Excel to optimize business workflows and support corporate audits.

EDUCATION

Company Secretary (CS) Executive — *Institute of Company Secretaries of India (ICSI)* **Dec 2025 – Present**

- Successfully cleared CS Executive Group 1 (December 2025 examination).
- Currently preparing for CS Executive Group 2 (Scheduled for June 2026).
- Successfully cleared Company Secretary Executive Entrance Test (CSEET).

Bachelor of Commerce (B.Com) — *Magadh University* **Pursuing**

- Currently in Semester 5, maintaining a strong academic focus on advanced corporate accounting, audit methodologies, and business taxation laws.

PROFESSIONAL EXPERIENCE

Account Executive — *RK Consultancy* **Jan 2026 – Present**

- Managed end-to-end bookkeeping, financial reporting, and comprehensive ledger maintenance utilizing Tally Prime.
- Supported corporate governance alignment by maintaining secretarial audit documentation, statutory records, and regulatory compliance frameworks.
- Coordinated directly with corporate clients to reconcile accounting discrepancies, optimize documentation workflows, and secure seamless audit pipelines.

Marketing Executive — *Fit1Club* **Oct 2025 – Dec 2025**

- Designed and executed client outreach and brand promotion strategies to expand club membership and visibility.
- Leveraged client relationship management techniques to resolve inquiries and improve customer retention rates.
- Collaborated with cross-functional teams to align marketing campaigns with organizational growth targets.

CORE COMPETENCIES & TECHNICAL SKILLS

Regulatory & Compliance: Corporate Governance, Secretarial Compliance, Companies Act 2013, GST Framework, Statutory Audit Support.

Financial & Analytics: AI in Finance, Financial Reporting, Financial Modeling, Advanced Bookkeeping, Corporate Finance, Capital Markets.

Software & Data Tools: Tally Prime, Advanced MS Excel, Power BI, Data Visualization, Business Analysis Basics, MS PowerPoint.

Key Strengths: Analytical Thinking, Strategic Problem Solving, High Attention to Detail, Effective Client Management, Team Leadership.

PROFESSIONAL CERTIFICATIONS

McKinsey Forward Program – Advanced corporate management, problem-solving methodologies, and leadership readiness development.

AI in Finance – Structured implementation of machine learning and modern analytical models within core corporate financial frameworks.

Investment Banking 2.0 (*Physics Wallah*) – Comprehensive study of valuation methodologies, M&A frameworks, and capital markets mechanics.

Mastering Data Visualization with Power BI & MS Excel (*Physics Wallah*) – End-to-end dashboard automation and financial business intelligence.

Business Analysis Basics (*Simplilearn SkillUp*) – Requirement engineering, workflow optimization, and visual process framing.

LANGUAGES

English (Professional proficiency), Hindi (Native or Bilingual proficiency)