

CURRICULUM-VITAE

Shivam Negi
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OBJECTIVE:

A Challenging career in this dynamic environment, that allows me to utilize my inherent strengths & acquired skills to the fullest and where my desire and drive to succeed will contribute to the organization's growth and profitability.

Organization: Radission BLU (Ahmedabad, Gujrat).

Job Profile: Finance Executive.

Period: 11th November 2024.

Job Responsibilities:

- Day to Day accounting - Maintaining day to day transaction on tally and excel.
- Fund Status and BRS - Bank Reconciliation of all Banks on monthly basis and preparing fund position for forecast of payment to vendors and other expenses.
- Reconciliation of Ledgers - Reconciliation of Creditors and Debtors Ledgers and age-wise analysis of debtor's balances.
- Petty Cash - Handling petty cash and disbursement of advance and reconciliation of petty cash.
- A highly organized and detail-oriented professional with extensive experience in accounts payable and receivable. Skilled in analyzing financial data, reconciling accounts, and managing vendor relationships
- Maintain TDS sheet for return and payments.
- Assisting finance manager in preparing GSTR-1, GSTR-3B.
- Working knowledge & Experience over Oracle, Opera, MS word, Ms excel, MS PowerPoint &, Tally, SAP, busy accounting software, IDS next Hotel accounting software

Organization: Unison Group (Wellington College International India Pvt Ltd.).

Job Profile: Account Executive.

Period: 1st June 2024.

Job Responsibilities:

- Day to Day accounting - Maintaining day to day transaction on tally and excel.
- Fund Status and BRS - Bank Reconciliation of all Banks on monthly basis and preparing fund position for forecast of payment to vendors and other expenses.
- Reconciliation of Ledgers - Reconciliation of Creditors and Debtors Ledgers and age-wise analysis of debtor's balances.
- Petty Cash - Handling petty cash and disbursement of advance and reconciliation of petty cash.
- A highly organized and detail-oriented professional with extensive experience in accounts payable and receivable. Skilled in analyzing financial data, reconciling accounts, and managing vendor relationships
- Maintain TDS and TCS sheet for return and payments.
- Assisting finance manager in preparing GSTR-1, GSTR-3B.
- Prepare Purchase Order for parties.

Organization: Hotel Sky Scapers Group, (Hotel Saffron Leaf).

Job Profile: Account Executive.

Period: 1st April 2023- 31st May 2024.

Job Responsibilities:

- Works as Account executive as 5 restaurant name Cuisine the Saffron Leaf, XOXO Cakery, Royal Oak Hospitality (T'qila), Royal Arc Hospitality (19th Century) under unit of **Hotel Sky Scapers**.
- Posting journal voucher, purchase voucher, sales voucher entries in tally software.
- Preparing and maintaining party ledgers accounts.

- Bank reconciliation of company on monthly basis.
- Branch reconciliation of company on weekly basis.
- Assisting finance manager in preparing GSTR-1, GSTR-3B.
- Prepare Cashier report and Banquet sales report.
- Prepare quotation for parties.
- Prepare Purchase Order for parties.

Organization: Uttarakhand Trading Company.

Job Profile: Account Executive.

Period: 1st April 2018- 31st March 2023.

Job Responsibilities:

- Posting journal voucher, purchase voucher, sales voucher entries in tally software.
- Preparing and maintaining party ledgers accounts.
- Bank reconciliation of company on monthly basis.
- Assisting finance manager in preparing GSTR-1, GSTR-3B.
- Prepare quotation for parties
- Prepare of purchase order.
- Prepare Cashier report.

Professional Training and Internship

Organization: ICA (Institute of Computer Accountant)

Period: May 2016-Dec 2017

Organization: Prakhar Gupta Chartered Accountant Firm

Period: November-2016 to April-2017.

Organization: Charles Wain Academy

Period: April-2017 to Dec-2017.

Organization: Ravi Enterprise

Period: January-2018 to April-2018.

Job Responsibilities:

- Preparing and maintaining party ledgers accounts.
- Bank reconciliation of company on monthly basis
- Posting journal voucher, purchase voucher, sales voucher entries in tally software.
- Preparing and maintaining party ledgers accounts.
- Bank reconciliation of company on monthly basis
- Posting journal voucher, purchase voucher, sales voucher entries in tally software
- Preparing and maintaining party ledgers accounts.
- Bank reconciliation of company on monthly basis
- Posting journal voucher, purchase voucher, sales voucher entries in tally software.
- Successfully Completed Computer Accounts Training from 'Institute of Computer Accountant' of 18 months.
- Working knowledge & Experience over MS word, Ms excel, MS PowerPoint &, Tally, SAP, busy accounting software, IDS next Hotel accounting software.

EDUCATIONAL CREDENTIALS

B. Com from Uttarakhand Open University, Rishikesh,2019

SENIOR SECONDARY FROM SSAPS, CBSE, AGRA U.P, 2016

HIGHER SECONDARY FROM DOON PUBLIC SCHOOL(ICSE), DEHRADUN,2014

PERSONAL INFORMATION:

Name	Shivam Negi
Father's Name	Shri. Dayal Singh Negi
Date Of Birth	4 th July 1998
Marital Status	Married
Language	Hindi And English
Hobbies	Playing Football

Date:

Place:

(Shivam Negi)