



CIRCULAR VITAE

Professional Goals

Highly skilled Accounts Manager 20+ years of experience in service industry. In depth knowledge of maintaining high standards for overseeing Accounting operations.

Himanshu M. Rughani

Get in touch!

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Shiv-Krupa, Opposite Birds
Centaury, 03 Chhaya Plot
Porbandar, Gujarat 360575

Specializations

- MS office and MS
- Excel Innkey,
- Tally erp 9, Miracle
- Computerised accountancy

Languages Spoken

- Hindi
- English
- Gujarati
-

Work Experience

Guruprerna Beacon Resort:-Dwarka Managed By:- (CHPL)

GROUP) From:-5th April 2023 to till now

- Maintain, manage and record day-to-day transactions.
- Prepare, maintain and manage general ledger accounting.
- Inspect, verify and reconcile accounts receivable records and its balances.
- Assist in preparation of annual accounts and annual budget.
- Manage office expenditure within the expenditure budgetary limits.
- Maintain, manage and update records of all inventories.
- Perform reconciliation of banking transactions.
- Prepare various financial statements and records periodically.

Phoenix Hospitality-Rajkot Assistant Account Manager

From:-1st Nov, 2021 To 31st Mar 2023

- Maintain, manage and record day-to-day transactions.
- Prepare, maintain and manage general ledger accounting.
- Inspect, verify and reconcile accounts receivable records and its balances.
- Assist in preparation of annual accounts and annual budget.
- Manage office expenditure within the expenditure budgetary limits.
- Maintain, manage and update records of all inventories.
- Perform reconciliation of banking transactions.
- Prepare various financial statements and records periodically.

Vits DEVBHUMI Hotel Dwarka (A unit of Vitzin Hotels Pvt. Ltd.) Assistant Account Manager

- Maintain, manage and record day-to-day transactions.
- Prepare, maintain and manage general ledger accounting.
- Inspect, verify and reconcile accounts receivable records and its balances.
- Assist in preparation of annual accounts and annual budget.
- Maintain, manage and update records of all inventories.
- Perform reconciliation of banking transactions.
- Prepare various financial statements and records periodically.

From:- 01st, Dec, 2019 - 10-10-2021

Shah Enterprise-Porbandar

(Authorized dealer of A Ultra-Tech & Birla White Cement)
Senior Accountant

From:-27th, May 2019 to 30th, Nov, 2019

- Cash Handling

Shri M.K.Thakrar Hospital
Porbandar Sr. Accountant Cum
Asst. Manager
From:-18th,Sep 2001to28th, Feb, 2019

Personal Details

- D.O.B=23rd,Dec,1972
- Gender - Male
- Marital Status-Married
- Nationality - Indian Hobby - Playing Cricket Listing Music

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly,quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balancesheets and profit/loss Statement Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Aarti General Store U.K
Accountant Cum Cashierl

FROM:- 06th Sep 1991 To 05th Nov, 2000

- Cash Handling
- Manageable accounting Transactions
- Handle monthly,quarterly and annual closings
- Reconcile accounts payable

Academic History

Bhartiya Vidhalay-Porbandar,Gujarat-12th,Std1989

Bhartiya Vidhalay-Porbandar,Gujarat-10thStd,1987

DECLARATION " I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars."

Date : 10/02/2024
Place:Porbandar

Yours faithfully

Himanshu M. Rughani