

## 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:** 11<sup>th</sup> 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:** 1<sup>st</sup> 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:** 1<sup>st</sup> April 2023- 31<sup>st</sup> 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 (19<sup>th</sup> 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:** 1<sup>st</sup> April 2018- 31<sup>st</sup> 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 <sup>th</sup> July 1998
Marital Status	Married
Language	Hindi And English
Hobbies	Playing Football

**Date:**

**Place:**

**(Shivam Negi)**