



# Balveer Saran

## CAREERTIMELINE



While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of my applied skills that will suit your requirements;

- I have demonstrated my ability in strategic planning, developing and implementing programs and operations toward achievement of the hotel's mission, goals and objectives.
- Strong ability to organize priorities and available resources to serve multiple concurrent projects simultaneously.
- Applied analytical skills to perform needs assessments, evaluate current projects, and initiate changes or make adjustments to current systems to improve operations.
- A proficient manager and a profit-minded leader peppered with an eclectic perspective.

## KEY SKILLS

### Management Competencies

- | | Leadership
- | | Proactive anticipation of customers' need
- | | Innovation
- | | Building Relationships
- | | Increasing Operational
- Profitability & Organizational Capability
- | | Learning & Applying
- Professional Expertise

### Technical Acumen

- | | Hotel Operations
- | | Month-end Task
- | | Training

### Computer Literacy

- | | Micros Opera
- | | MS Office (Word, Excel and PowerPoint)
- | | Micros – 9700 & Symphony
- | | Peoplesoft ORACLE
- | | Britch Sheet
- | | Pas Unity Portal
- | | EMC Micros
- | | FIAT Income Audit
- | | Infrasys

Besides attaining formal education, I have always looked to broaden my horizons by keeping myself proficient in subjects that fit very well with my career interests, education, and experience. This helps me enjoy the challenges of any new environment. Since my experience, education, and expertise align with your requirements so closely, I would appreciate the opportunity for a personal interview to discuss how I could add value to your organization. I look forward to hearing from you in the near future.

Appreciate your time & consideration. Appended is a snapshot of my career for your kind perusal.

Sincerely,

BalveerSaran

## ACHIEVEMENTS

2019- Achieving the certificate of the best business Hotel in New Delhi.  
2020 - Associate of the Month award.  
2020 - Associate of the Year award.  
2022 - Unity in diversity Team holder award.  
2023 - Achieving the certificate of the best HOD of the Month award.  
2023 - Achieving the certificate of the best Manager of the Month award.  
2023 - Achieving the certificate of the best HOD of the Month award.

## EDUCATION

Bachelor's diploma in Airline Tourism from Frankfinn Institute of Air Hostess Training Bangalore.  
**Govt.PunamChandBagaria SeniorSecondarySchool**  
From 2012To 2013  
[Passedout Senior High School with 60% with Commerce plus Math's]  
**Maharaja Ganga Singh University(State University in Bikaner, Rajasthan)**  
From 2016To 2017  
[Completed Bachelor of Commerce]  
**Maharaja Ganga Singh University(State University in Bikaner, Rajasthan)**  
From 2018To 2020  
[Master of Commerce in Business Administration]

## GET IN TOUCH WITH ME

 +91 9742578532

 Balveer.saran09@gmail.com

 <http://linkedin.com/in/balveer-saran-991260272>

## PERSONAL DETAILS

Date of Birth : 17-05-1996  
Address : Village Gopalpura, Wo. 02 Churu Distt & The Sujangarh RJ 331503 (INDIA)  
Languages : English, Hindi, Marwadi  
Nationality : Indian  
Social Status : Unmarried

## HOBBIES

Travel, Listening Music

## Enclosure

Detailed Key Contributions in every role

## WORK EXPERIENCE

### Fairfield ByMarriott® Jodhpur

Finance Manager From Mar'2024

### **From Aug, 2022 to March'2024(Assistant Finance Manager(HOD))**

Experienced Finance Professional with a demonstrated history of working in the hospitality industry. Skilled in Peoplesoft, Opera, Sun, Budgeting, Forecasting Statutory Audit, Microsoft Excel, Financial Analysis, and Accounting. Strong finance professional as qualified MBA finance.

### Courtyard by Marriott, Ahmedabad, SBR

Credit Executive

### **From Aug, 2021 to Aug, 2022**

Responsible for all accounting functions of Accounts receivable & Income Auditor Also performed duties of & General Cashier/ Account Payable.

### Courtyard ByMarriott, Ahmedabad, SBR

Income Auditor

### **From Aug, 2021 to Aug, 2022**

Responsible for all accounting functions of Accounts receivable & Income Auditor Also performed duties of & General Cashier/ Account Payable.

### JW Marriott Hotel New Delhi Aero City

Account Payable – Associate

### **From 19th Nov, 2019 to 09th Aug, 2021**

Responsible for all accounting functions of Account Payable. Also performed duties of Receiving/store/Accounts receivable & General Cashier during pandemic.

- Verify that the total of all invoices matches with the day's delivery receiving report in the back office interface.
- Verification activities to be followed for accepting of invoices received for purchases made through Birch Street for further processing.
- Maintaining the payment schedule in excel as per available cash flow and Coordinating with FM to issue the payments.
- Maintaining petty cash voucher and book.
- Maintaining & Reconciling BSS and service related Invoices
- Handling the customer queries and resolve them on real time basis.
- Maintenance of PSAP files & storage of records in both hard copy and soft copy as well.
- Posted all Vouchers in PS (Bank Entry's Advance Purchase, Service, TDS, and Credit note and Debit note) eats.
- Matching the invoice details with approved work order, certified work completion, quotations (3), logicnote, receipt of goods (stamped by LP), contract, rate piece contract, etc.
- Maintaining TDS file and payment before due date.
- If it is a new supplier all the details mentioned supplier registration are complete in People soft.
- Performing following activities while posting in pass unity.
- Reconciliation invoice People soft vs Birch Street.
- Maintaining & Reconciling BSS and service related Invoices.
- Preparing checkbook accounting on monthly basis and verifying all the Purchase requisition on daily basis for FM approval.
- Check in DMS for non-returnable gate pass and same details send to AR for making debit note with proper backup & rates.
- Bank Recantations.
- Bills preparation for AR.
- Credit Card Reconciliation.
- Bank reconciliation of monthly basis.

### JW Marriott Hotel New Delhi Aero City

Industrial Trainee - Finance

### **From Apr, 2019 to Nov, 2019**

Completed 08 months training in Finance & learned basics of Accounting,