

PURAN SINGH

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Career Objective

To coordinate the activities of Finance section in collection, compilation and preparation of accounts, reports & documents in order to maximize organizational profitability and customer satisfaction in an atmosphere of high employee morale.

Organizational Experience

Company's Name: **The Fern Heaven on The Hills, Hatgad-Saputara**, a 68 rooms hotel, heading the overall finance function of hotel.

Designation: Financial Controller

Duration: December 2024 to still now.

Company's Name: **The Fern Hotel & Resorts, Bhopal**, a Four star 58 rooms hotel, heading the overall finance function of hotel.

Designation: Account Manager

Duration: August 2023 to November 2024.

Company's Name: **Radisson Blu, Rudrapur**, a Five star 124 rooms hotel, heading the overall finance function of hotel.

Designation: Financial Controller

Duration: February 2023 to July 2023.

Company's Name: **Radisson Jass Hotel Khajuraho**, a Five star 90 rooms hotel, heading the overall finance function of hotel.

Designation: Assistant Finance Manager

Duration: August 2016 to January 2023.

Company's Name: **Bhawna Clark In Agra**, a Four star city hotel.

Designation: Accounts Executive

Duration: April 2015 to July 2016.

Company's Name: **Arya Hotel & Resort Pvt. Ltd**

Designation: Accounts Executive

Duration: October 2012 to March 2015

Company's Name: **Golden Tulip Jaipur**, a Four star hotel.

Designation: Accounts Receivable Executive

Duration: November 2007 to September 2012.

Company's Name: **Radisson Jass Hotel Khajuraho**, a Five star 90 rooms hotel

Designation: Accounts Receivable,

Duration: February 2007 to October 2007.

Company's Name: **M/S Radha Vanaspati Ltd., Kichha**

Designation: Accounts cum Audit Assistant

Duration: March 1999 to June 2002

Key Responsibilities

- Responsible for preparation of payable /receivable/income audit accounts etc. as per organizational requirements.
- Timely closing of books at month and year end.

- Responsible for collection, compilation and preparation of accounts, reports and documents and their submission.
- Recommends changes in policies, systems and procedures to increase efficiency and improve service.
- Monthly verification of float given to different outlets.
- Responsible for protection of confidentiality of documents/information.
- Compiles, codes, categorizes, calculates, audits, or verifies information or data.
- Ensures that the P&L is accurate (i.e., costs are properly matched to revenue, costs are recorded in the proper accounts) and statements are delivered to appropriate individuals in a timely manner.
- Balance sheet reconciliation.
- Ensures tax rates are updated and proper amounts are collected and/or accrued
- Coordinating in prompt collection and timely disbursement of payment including foreign payment.
- Responsible for adherence to all statutory & organizational requirements.
- Preparation of Annual Financial & Revenue budgets and Capital Expenditure Budget in co-ordination with various departments
- Annual Budgeting
- Responsible for effective record keeping.
- Handling internal & statutory auditors independently and solving audit issues.

PROFESSIONAL CREDENTIALS

Bachelor of Commerce, Rohilkhand University, Bareilly U.P. (1994)
Diploma in Computer Science from NIIT, Delhi

IT SKILL SETS:

- MS Office
- ALIF Accounting Software
- INNKEY PMS
- OPERA PMS
- Micros POS
- Tally 9.2, iScala, Amadeus, RMS, IDS
- Web Prolofic Material Management software.

Personal Details

Name:	Puran Singh
Date of Birth:	November, 1975
Marital Status:	Married
Interests:	listening to music & Travelling
Father's Name:	Late Shri Raghuraj Singh Sikarwar
Mother's Name:	Late Smt. Raj Devi
Nationality:	Indian
Language:	English & Hindi

(Puran Singh)