**SHIV SINGH CHANDEL 1104**, Ska Green Mansion,

Saini Chowk, Sector 12,

Greater Noida West -203207

Mobile No. + 91-9971772496/7728028097

 Email: - CHANDEL13031986@GMAIL.COM

10+ Years Accounting Experience.

**Career Objective:** To work in a dynamic environment which requires an optimistic attitude, high confidence and the absolute intelligence in the motivational, progressive yet friendly environment, where the individual achievements and performance is counted.

**Strengths:** Sound accounting knowledge for educational institutes, ready to accept the challenging opportunities, confident, reliable, dedicated with duties and disciplined work.

**Achievements In NIMS Hospital**

* **Converted all Hospital Pharmacy from Off-Line mode to Online mode:**  Beneficial for the organization in the view of reducing human interference, Human Manipulations, Pilferages, Reducing cost of paper & overall increase 20 % the profitability and Cash sales also.
* **Linked Pharmacy Module with IPD Module**: Positively worked into MIS module in fetching the accurate the details of medicine consumed during treatment by single CLICK , stop the mala-intention of procuring extra medicine , Reducing cost of paper & overall increase 2 % the profitability.
* **Converted all outlets into one MIS systems, Implemented Patients Module in Global Software, TPA Module, Collection Module (OPD+IPD)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Experience** | | | | | | |
| **Last**  **Employment** | | **NIMS UNIVERSITY RAJASTHAN, JAIPUR**  (An Unit of Indian Medical Trust)  **Designation:** Accounts Officer  **Period:** October 2013 to 06 July -2021  **Key Responsibilities: FOR NIMS UNIVERSITY**  .   * Prepared financial reports, performing account reconciliations, maintaining the general ledger, preparing tax returns, assisting with audit preparations, and performing other accounting duties as assigned. * Academic, Hostel Fee and Bus fee Reconciliation and follow up for outstanding/dues from time to time. * Prepared MIS and reporting to Head office for fee collections etc. * Prepared monthly salary of Teaching and Non-Teaching staff & Wages of Class IV staff as well as prepared full & final payments of salary, leave encashment, Gratuity, etc. of employees. * Verified vendor/contractors bills, bills of visiting faculty, guest faculty, external examiners, paper setters etc. * Inspected & Approved to vendors files with checking key parameters i.e., Quality , Quoted price ,Satisfactory Installations ,Constructed Measurements * Prepared Projection of Revenue on Yearly Basis. * Prepared Inter-Institute reconciliations. * Handling Accounts related queries of students as well as parents. * Participated in various committees as member i.e. Scholarship Committee, Transport Committee, and Finance Committee for University Events/Seminar/Conference, etc. * Coordinated with the University Head office and city office for smooth functioning. * Completed all other tasks and instructions as assigned by Registrar ,Hon’ble Chairman Sir, and Head Office from time to time. * Ensured Statutory compliances of PF/ESI OR TDS been filed time to time   **Key Responsibilities: FOR NIMS HOSPITAL**   * Managed the team of 5 accounting specialists responsible for payroll, accounts payable and receivable, and billing of IPD. * Analyzed monthly and quarterly financial statements and presented the reports to the senior management. * Performed budget forecasts and consistently worked on costs reductions. * Maintained accounting ledgers and monitored preparation of the balance sheets. * Ensured Statutory compliances of GST ,TDS & TCS been filed time to time. * Provided leadership and accounting advice for the team members. * Prepared documentation for annual external audits * Completed Revenue Accounting i.e. Hospital Patients, All the Outlets, Bus Fee collection and fines/penalties thereon. * Inspected & Approved to vendors files with checking key parameters i.e., Quality , Quoted price ,Satisfactory Installations ,Constructed Measurements * Audited personally to all cash counter to ensure no pilferage persist * Changed & developed many policies in the view of stopping pilferages, smooth functioning, and better services as required time to time. * Coordinated With **IT –Team** to implement the Accounting software, pharmacy module, Patients Module, Outlets Modules, TPA Modules & to obtain accurate reports & mitigate the dependency of human support/interference. * Personally, Interacted with all vendors to revise the quoted price for purchasing of Pharmacy Medicine, Hospital General Items. | | | | |
| **Previous Employer** | | **GALGOTIA UNIVERSITY**  **Designation: Executive - Accounts Period: Aug 2012 to Sept 2013**  **Key Responsibilities:**   * Daily accounting transactions account for in Tally after authorization of documents. * Worked on Verification of tour bills of marketing staffs /Visiting faculty. * Worked Preparation Reports of VAT/TDS returns Monthly, Quarterly as well as Yearly basis. * Prepared Payment Letters, Issuance of Statutory forms to vendors and clients along with necessarily required correspondence. * Prepared Bank Reconciliation Statement on monthly basis or as and when required in Tally. * Prepared Salary and Wages Sheet on a monthly Basis. * Handling Item wise Purchase and sales invoice on the Tally. * Correspondence with Statutory Departments for routine work. * Assisted to CA for Filling Documents and Returns. * Assisted to prepare Documents and reports for Statutory / Tax Audit. * Monitored on Bank CC Limit and ensuring to better utilization of available funds. * Processed Payment to Creditors for Goods and Services on Due date basis and follow up for payments from Students also. * Maintained stock register for inwards and outwards at warehouse also**.** | | | | |
|  | | **DIITM College, SEC 60 NOIDA**  **Designation: Executive**  **Accounts Period: Jan 2011 to June 2012**  **Key Responsibilities:**   * All Accounting activities and making vouchers on Tally ERP 9 * All Banking work (Deposits, Withdrawals and Salary Transfer etc. * VAT Returns on a quarterly basis and deposited to the Sales Tax Department. * Performed in excise return on quarterly basis and deposit to the department. * Processed salaries and wages for all staff and workers. * Maintained all stock in the stock register as well as in Tally ERP 9. | | | | |
| **Workshop / Training / Certificates** | | | | | | |
| **S. No.** | | | **Particulars** | | | |
| 1 | | | Attended 2 days Workshop on GST organized by NIESBUD - MSDE | | | |
| 2 | | | Attended in house training for TCS – iON (an accounting ERP Software of TCS) | | | |
| 3 | | | Certificate in Accounting by Tally ERP, Noida | | | |
| **Professional & Academic Qualifications** | | | | | | |
| **S. No.** | **Standard** | | | **Year** | **University/Board** | **Division** |
| 1 | **PGDM +MBA with FINANCE**  . | | | 2011 | **AIMA-CME**, NEW DELHI | 67.5 % |
| 2 | CMA -Inter | | | 2013 | CMA-chapter Noida | Pass |
| 3 | Graduate | | | 2006 | KANPUR UNIVERSITY | 61.5% |
| 4 | 12th | | | 2003 | UP Board | 58% |
| 5 | 10th | | | 2002 | UP Board | 59% |
| **Computer Knowledge** | | | | | | |
| **Computer Literacy:** Skilled in MS office, Tally 6.3, 7.2, 9 and ERP – 9, Saral TDS (NIMS UNIVERSITY) , (Global Software in NIMS HOSPITAL) ,SIM Software (GALGOTIA UNIVERSITY ) and Internet/E-Mail Operations | | | | | | |
| **Personal Details** | | | | | | |
| Father’s Name | | | | Shri Suresh Singh Chandel | | |
| Date of Birth | | | | March 13, 1986 | | |
| Languages | | | | English, Hindi, | | |
| Hobbies | | | | Listen to Music, Reading the Books. | | |
| Permanent Address | | | | Shipra Sun City, A-1104 Shakti Khand Indirapuram Ghaziabad UP 201014 | | |

This is to certify that all statements made by me as above are true and correct to the best of my knowledge

Date 28.11.2021

Place: Noida **Shiv Singh Chandel**