



Navin Singh

Mobile: 8383815329, E-mail : naveensingh1434@gmail.com

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

EXPERIENCE

**Presently Working in Zone By The Park (A unit of Sachdeva Hospitality) as Accounts Executive.
(from April 2018 to till date)**

- ❖ Bank Reconciliations.
- ❖ Vendors reconciliation and payments.
- ❖ Debtors reconciliations and payment recovery
- ❖ Controls all the cashier transaction.
- ❖ Maintenance of Day to Day accounting in System.
- ❖ Receiving and maintaining the bills and process the payment.
- ❖ Maintain credit card payments.

- ❖ Audit of Void/Cancellation & Discounted bills.
- ❖ Randomly checking in receiving for quantity & quality as per norms.

- ❖ Monthly Inventory checking in Room's/Bar/Mini bar/Main Bar & all stores.
- ❖ Contract rates for annual Food & Beverage purchase order.
- ❖ Surprise cash check in F&B outlets & front office.
- ❖ TDS Working on monthly & quarterly basis.
- ❖ Making GST report on monthly basis- GSTR-1, GSTR-3B & GSTR-2A
- ❖ E-invoicing on daily basis

**Previously Working in High Class Projects Limited as Accounts Assistant.
(from June 2017 to April 18)**

**Previously Working in Country Inn & Suites by Carlson, Sector 12, Gurgaon as a Account Assistant.
(from April 2016 to May-17)**

3 Years experience in **Datanetindia PVT. LTD.** as a **Technical Assistant of Computer Operator.**

ACADEMICS

CLASS / DEGREE	Board / University	Year	Percentage
B Com	DAV PG College	2009-2012	50%
12 th commerce	DAV Inter College UP Board	2009	55%
10 th math	SDDMS Inter College UP Board	2007	64%

TECHNICAL SKILLS

Computer knowledge

6th month diploma in tally 9.0 & IDS

Operating Internet

MS Excel 2007 (Vlookup, Hlookup, Countifs, Sumifs, Concatenate etc.)

Other information:

- ❖ Ability to work in new and challenging environment.
- ❖ Willingness to work in groups and ability to lead group activities.
- ❖ Willingness to learn new concept and ideas.
- ❖ Attitude to share information and new knowledge.
- ❖ Self Disciplined & Responsible.
- ❖ Good inter personal skills.

INTEREST AREAS

- ❖ Playing Cricket and Volley Ball.
- ❖ Reading technological blogs and articles.
- ❖ Watching movies.
- ❖ Listening music.

PERSONAL DOSSIER

Full Name : NAVIN SINGH
 Father's name : Shri AWADHESH SINGH
 DOB : 12th SEP 1991
 Marital Status : SINGLE

Nation/State of Domicile: : India/U.P
Linguistic Ability: : Hindi & English
Permanent Address : VILL+ POST SAMENDA AZAMGARH (UP)

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge

Date.....

Place.....

(NAVIN SINGH)