

**Resume**

***SUNIL MALHOTRA***

H.No-1217, 2nd Floor Block-C Ansal Esencia Sector-67 Gurgaon 122001, INDIA (M) 9756603060

**EXPERTISE**

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| --- | --- |
| **Computers:**  · Microsoft Word  · Microsoft Excel  · Tally Accounting Software.    Knowledge of Fidelio, Opera & Micros software. | **Accounting/Finance:**  · Finalization of Accounts.  · Budgeting  · Cash Flow management  · Financial Reporting  · Audit, Tax Audit & Income Tax |

# Professional Profile

B. Com. with over total 44 years of experience out of that 38 years at managerial Level in Finance. (Taxation, Finalization of Accounts, Budgeting, Audit etc.)

# Qualification Detail

**Bachelor of Commerce**

Meerut University (1976)

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# Work Experience

## Last working again as Group Financial Controller with Le Roi Group of Hotels from April 22 to Sep 23 and having an experience of Thirty years of accounting and management, with expertise in accounting systems development, auditing and financial reporting. Proven record of developing and implementing financial and operational controls.

## Jaypee Palace Hotel Agra (a 5 Star Deluxe Hotel) -(10th June 1999, to Oct 2020)

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| Company | Jaypee Hotels Ltd - a subsidiary of Jaiprakash Associates Ltd. (Formerly Jaiprakash Industries Ltd.)  **Designation- Manager Finance**, Profile – supervision, Taxation Work e.g Sales Tax, Service Tax, Luxury Tax, Entertainment Tax, TDS & WCTOT,  Full environment of Computerized Accounts, MIS Generations, Cost Analysis & Inventory Controls, Cash Flow management, Finalization of Accounts and Project Accounting. |
| Reporting to | Financial Controller / Jt President (Finance) / Director (F) |
| Resource heading | Team of 26 members including Dy / Asstt Managers, Executives & Staff |
| Computer Knowledge | MS office (Excel, Word, Power Point ) |
| Trainer | From time to time empart training to staff for latest changs in statutory laws or company policies |
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## Stickwell Fashions Ltd, NOIDA (12th May 1995- 8th June 1999)

Company A Group Company of Intercraft Ltd a well known Brand name of ‘Fus’

Jeans in Garment Industries

Profile **Manager Finance & Accounts**- Supervision, Banking, Taxations,

Inventory Control, Finalisation of Accounts, Payroll, Audit, Tax- Audit, MIS, Cash Flows, etc.

Reporting to Managing Director

Resource heading No. 2 Position after General Manager of unit. A team of 69 (Managers,

Asstt Managers, Executives, Staff & Workers)

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## Phoenix Electric India Ltd, NOIDA ( 14th May 1991 to 11th April 1995)

Company A well known manufacturing company of ‘Halonix’ brand Helogen lamps for automobiles.

Profile **Jt Manager Accounts** –Finalisation of Accounts, Dealing with Auditors,

Banks, MIS, Cost Control Management systems, Wastages Control, Inventories, Stock statement for Working capital & Sales tax.

Reporting to Director Finance

Resource heading Team of 8 members including Executives & Staff.

## Callipers Nagai Ltd, New Delhi - (1st Feb 89 to 9th May 1991)

Company A company in collaboration with a Japanese Company Nagai Seiko Ltd in the field of manufacturing of Tie Rod Ends for Maruti & Other components for Gabriel, SRF Nippondenso, DCM Toyota, Subros Ltd.

Profile **Asstt Manager Finance** – Audit, costing, Banking, Finalisation of Accounts, Taxation, Excise, Inventory Controls, MIS, Dealing with Creditors / Debtors & personnel & General Administration etc.

Reporting to Managing Director

Resource heading Team of 47 (Asstt Managers, Staff & workers)

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## Unitech Plastic India Ltd, Chandigarh - (1st March 1988 to 20th Jan 1989)

Company A group company of Uniplas India Ltd a leading manufacturing company of PVC pipes & PVC water Tanks with a brand name UNITANK.

Profile **Asstt Manager Finance** – Audit, Administration supervision, Banking, Finalisation of Accounts, Taxation, Excise, Inventory Controls, MIS, Dealing with Creditors & Debtors, liaison with Government bodies etc.

Reporting to Managing Director

Resource heading Team of 47 ( Asstt Managers, Staff & workers)

## Jaypee Vasant Continental New Delhi ( a 5 Star Deluxe Hotel) - (20th Nov 80 to 26th Feb 1988)

Company Jaypee Hotels Limited - A group company of Jaiprakash Associates Ltd

Profile **Executive Finance** – Audit, Banking, Finalisation of accounts,

Construction Accounts, Capitalisation of three projects, Preparation of Fixed Assets Register as per rules, MIS, Dealing with Creditors & Debtors, etc.

Reporting to Unit Financial Controller / Director Finance

Resource heading Team of 25 (Supervisors, Cashiers, & Staff)

## National Steel & General Mills P Ltd, Ghaziabad - (20th Sep 1979 to 14th Nov 1980)

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| --- | --- | --- | --- |
| Company |  |  | A Steel Forging Company |
| Profile |  |  | **Asstt. Accountant** – Audit, Banking, Assistance in Finalisation of accounts, Reconciliation with Banks, Creditors & Debtors, Loans etc. |
| Reporting to |  |  | Chief Accountant |

## National Taxtile Corporation Ltd, New Delhi - (Sep 1976 to Sep 1979)

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| --- | --- | --- | --- |
| Company |  |  | A Central Govt. undertaking company |
| Profile |  |  | **Assistant** – Dispatches of Goods, Maintt. of Stock Register, Trial Balances, Reconciliation of goods with Show-Rooms, Suppliers & Dealers.  Stock Inventory supervisions at Distribution Depot & Show Rooms. |
| Reporting to |  |  | Zonal Manager |
|  |  |  | **Professional Achievements** |

Trade Tax Exemptions for ten years in Stickwell Fashions Ltd, Noida worth Rs. 7.80 Crores & for ten year in Jaypee Palace Hotel Agra Worth Rs. 22.00 Crores

# Personal Informations:-

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| --- | --- | --- | --- |
| Date of Birth |  |  | 1st February 1957 |
| Father Name |  |  | Sh. B. K. MALHOTRA |
| Nationality |  |  | Indian |
| Religion |  |  | Hindu |
| Marital Status |  |  | Married |
| Spouse |  |  | Sneh Kusum Malhotra |
| Son |  |  | Siddharth Malhotra (28Y) working in HSBC |
|  |  |  | Shikhar Malhotra – (18Y) Student Final year of CA |
| Present / Last Salary (CTC) |  |  | INR 12.00 Lacs per annum |
| Salary Expected (CTC) |  |  | Negotiable |
| Notice Period |  |  | One month |
| Preferred Industry |  |  | Hospitality Industry |
| Email Id |  |  | smalhotra1957@gmail.com |
|  |  |  |  |
| Passport No. |  |  | K 5511363 valid upto 21-11-2022 |
|  |  |  | **(SUNIL MALHOTRA)** |