

**Hitesh Singh**

74-Aditya Dwarkadish colony,Shikargarh  
Jodhpur -342011  
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Contact#9509500555

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**Career Objective:**

To Co-ordinate with senior and fellow colleagues to attain the organizational goals. I have the ambition to attain growth in my career with honestly, truthfully, and dedication, by executing the duties entrusted to me.

**Professional Experience:**

- Working as Accounts Manager in Blue City Hospitality Pvt. Ltd sister concern of (RAAS Hotels) from 1<sup>st</sup> Oct 2014 to till date
- Worked as Accountant in MIT University, Pune from 2012 to 2014
- Worked as Accounts Assistant in Finance & Accounts Department, Pune University from 2010 to 2012

**Profile : Blue City Hospitality Pvt. Ltd sister concern of (RAAS Hotels)**

**Responsibility for 3 Branches & 4 Express Cash Counter & Vendor bills**

- Preparation Profit & Loss A/c
- Cash Handling
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Generating the Report as required by corporate through software
- Preparation of Voucher & Pay-In-Slip(Money Receipt)
- Reconciliation receivables & payable accounts
- Maintain the Ledger of TDS
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors
- Reconcile balance sheet accounts including bank, credit card
- Payroll processing and administration payroll audits, payroll tax reporting and reconciliations
- Preparation of financial Statements, Profit & Loss and Balance Sheet
- Calculation of TDS & GST
- Quarterly TDS & GST Fillings

**Educational Qualification:**

- CA Inter Running
- MBA in Finance from NIMS University 2018
- M.Com from Pune University 2015
- B.Com from Pune University 2012

## IT Exposure

- **MS-CIT Computer Course**
- **Operating Systems** WIN-98,,XP, Vista, Windows 7/10
- **Office Packages** MS-Office & Open Office Org
- **Tally** 7.2 & 9.0 ERP & ERP Software.

## Specialty in Tally ERP

- Trading organization
- Manufacturing organization
- Payroll
- Knowledge of Sales Tax, TDS, Excise, Service Tax

## Achievements

- Employee of the quarter 2021
- Employee of the year 2019

## Ability and strength

- I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
- My strongest assets I believe in my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure

## Personal Details:

- **Father's Name:** Bhursingh Rajput
- **Permanent Add:** 74-Aditya Dwarkadish colony shikargarh, Jodhpur-342011
- **Date of Birth:** 30/04/1990
- **Language:** English, Hindi, Marwari, Marathi
- **Nationality:** Indian
- **Marital Status:** Married
- **Personal Traits:** Self Confident, Enthusiastic, Motivate to other people and good in public relations.

I hereby solemnly declare that the information above furnished is correct to the best of my knowledge and belief.

**DATE:** .....

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**( HITESH SINGH )**

