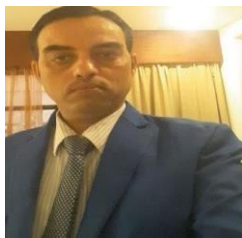


CURRICULUM VITAE



Dhananjay Kumar Jha

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JOB OBJECTIVE:-

Seeking Assignments in the area of Finance & Accounts in a grow-oriented Organization.

CAREER OBJECTIVE:-

To Work in a dynamic environment which provide ample scope for enriching my learned curve & also would help me to utilize my skills & knowledge to contribute significantly to the organization where I work. Seeking challenging assignments in Finance with a progressive organization.

PROFESSIONAL OBJECTIVE :-

Addressed escalated coordination with employees and debtors and creditors to run the hotel accounting smoothly Comprehensive knowledge of all aspects of Accounts and Supervising the Finance Team. Overview of Finance operation. Inventory Management (Controller).

PERSONAL SUMMARY:-

An adaptable, lateral thinker and quick learner who has extensive knowledge of accounts payable procedures and general accounting processes. I has the ability to handle large volumes of invoices and work in a pressurized environment where there are regular interruptions. Self-motivated, team-oriented and has a strong sense of accountability and high level of attention to detail. Right now, he would like to work for a company that is keen on hiring individuals who are smart, financially aware and interested in a career in the payments industry.

OBJECTIVE:

To associate with a growth-oriented enterprise and strive to achieve the goals of the organization, contemplating sub stained individual growth through hard work and self-improvement, in any demanding work / working condition.

PROFESSIONAL EXPOSURE OF 14 YEARS

- ❖ Work as an Account Manager in Tanisi Hotels & Resorts, Goa from Nov'23 to till dated.

JOB RESPONSIBILITIES:-

Managing Over all accounting activities including preparation and finalization of the book of accounts. Monitoring the receivable and payable account for insuring timely receipts & payment processing. Preparing and maintaining statutory books of accounts viz, journal, ledger, cashbook and Presenting a true and fair view of the financial position of the unit. Checking of bills as per the purchase order/work order placed to vendors. Budget allocations, Cash Voucher verification, Purchase A/c Reconciliation, Contract ledger, Negotiating & finalizing the prices and preparing the Vendor/Tender documents. Getting quotations sourcing raw materials and negotiation for best rates. Liaising with banks and financial institution for raising fund and non-fund-based facilities Preparing financial projections and budgets for smooth operations and enhance financial performance of the enterprise by conducting various analyses and tracking deviations. Preparing various budgets and their comparison with actuals on monthly basis Preparing of MIS reports. Ensuring fulfillment of all requisite formalities relating to statutory audit and CA auditors. Liaising with government and other statutory bodies for obtaining licenses & approvals. Preparation of Assement Work with Local Govt Tax Departments Preparation & Disbursement of Salary to Staff Performing review of financial statements and evaluation internal control systems for carrying out internal/Statutory Audits. Interfacing with taxation authorities for timely filing, Sales Tax and Income Tax assessments. Responsible for preparation of Quarterly / Half yearly and Annual Accounts and Finalization of Accounts of Group Companies. Conducting Internal audits for evaluating internal control systems / procedures with a view to highlight the shortcomings and implementing necessary recommendations.

❖ **Work as an Account Manager– in Acacia Group of Hotels Goa from Oct’22 to June’2023 .**

JOB RESPONSIBILITIES:-

Managing over all accounting activities including preparation and finalization of the books of accounts. Responsible for the creditors, debtors and banking operations of the units. Preparing establishing budget forecasts (Capital budget and Operating budgets) for the organization Vendor Bill Checking and process of Payments. Ensuring fulfillment of all requisite formalities relating to statutory audit and CA auditors. Liaising with government and other statutory bodies for obtaining licenses & approvals. Preparation of Assement Work with Local Govt Tax Departments Preparation & Disbursement of Salary to Staff. Checking of bills as per the purchase order/work order placed to vendors. Budget allocations, Cash Voucher verification, Purchase A/c Reconciliation, Contract ledger, maintaining books of accounts and audit. Monitoring cash flow on the operations of the company review the cash position and forecasts funds required for numerous expenses & managing the credit function involving monitoring and controlling debtors Negotiating & finalizing the prices and preparing the Vendor/Tender documents. Preparing various budgets and their comparison with actuals on monthly basis & MIS reports to provide feedback to top management on financial performance. Liaising with banks and financial institution/Govt Departments for raising fund and non-fund-based facilities at favorable terms to meet working capital and project requirements and recovery of bad debts. Managing funds & disbursement of funds, thereby monitoring accessories purchase.

❖ **Work as an Account Manager in Cygnett Inn Krishna, Nepalganj (Nepal)**
Feb'19 to Apr'2021

JOB RESPONSIBILITIES:-

Managing over all accounting activities including preparation and finalization of the books of accounts. & responsible for reconciliation related to Financial Integrity that includes Banquet Function/ Events. Preparing establishing budget forecasts (Capital budget and Operating budgets) for the organization. Preparation for bank, Debtors & Creditors reconciliation of accounts, along with branch accounting. Also Contacting Govt. Department, banks regarding any type of financial queries. Handling all inquiries relating to accounts payable & receivable issues Corresponding with vendors and respond to their inquiries. Verifying all Documents of accounts receivable & payable transactions. Compiling management reports and assisting with audits Expense report auditing. Ensuring fulfillment of all requisite formalities relating to statutory audit and CA auditors. Liaising with government and other statutory bodies for obtaining licenses & approvals. Preparation of Assement Work with Local Govt Tax Departments Preparation & Disbursement of Salary to Staff Chasing up outstanding of customer bad debits accounts. Checking of sales & purchase voucher by manually & System on daily basis of units Preparation of Books of accounts and Monthly Profit & Loss account. Preparing Monthly Stock report, Debtors & Creditors reports for bank. Preparation of Purchase, Stock Reconciliation report for Cost analysis. Preparing financial projections and budgets for smooth operations and enhance financial performance of the enterprise by conducting various analyses reports Managing over all accounting activities including preparation and finalization of the books of accounts. Interfacing with taxation authorities for timely filing, ESIC, PF, Sales Tax and Income Tax assessments, Conducting Internal audits for evaluating internal control systems for implementing necessary recommendations. Preparing various budgets and their comparison with actuals on monthly basis. Preparing of MIS reports to provide actual report.

❖ **Worked as a RNB Hotels Regional Manager Account Jaipur, Rajasthan**
(Dec'16 to Jan'2019). A Unit of Clerk Groups of Hotels .

JOB RESPONSIBILITIES:-

Processing monthly invoices to various locations units for management fee. Accounting operation, responsible for reconciliation. Preparing financial projections and budgets for smooth operations and enhance financial performance of the enterprise by conducting various analyses reports Managing over all accounting activities including preparation and finalization of the books of accounts. Interfacing with taxation authorities for timely filing, ESIC, PF, Sales Tax and Income Tax assessments, Conducting Internal audits for evaluating internal control systems for implementing necessary recommendations. Preparing various budgets and their comparison with actuals on monthly basis. Preparing of MIS reports to provide actual report. Accounting operation, responsible for reconciliation function related to Financial Integrity that includes Reconciliation, Preparation for bank accounts , Sub-ledger , Suspense accounts reporting. I was also responsible for research and clearance of reconciliation's entries, Financial Statements. Checking of sales & purchase voucher by manually & System on daily basis of units and prepare reconcile report daily including Banking & Cash collection report. Reporting MD. Compiling management reports and assisting with audits. Chasing up outstanding customer accounts. Assisting with management accounts. Recording administrative and office expenses, Reviewing invoices to ensure that all the information appearing on them is accurate and complete. Conducting Internal audits for evaluating internal control systems / procedures with a view to highlight the shortcomings and formalities relating to statutory audit and CA auditors. Liaising with government and other statutory bodies for obtaining licenses & approvals. Preparation of Assement Work with Local Govt Tax Departments Preparation & Disbursement of Salary to Staff

- ❖ **Worked as an Account Assistant in Hotel Icon Chandigarh (Dec'2015 to Jul'2016). A Unit of M/s Shukhija Real Estate (P) Ltd**

JOB RESPONSIBILITIES:-

Accounting operation, responsible for reconciliation function related to Financial Integrity that includes Reconciliation, Preparation for bank accounts, Sub-ledger accounts, Suspense accounts and Reconciliation reporting. I was also responsible for research and clearance of reconciliation's by passing entries. I maintained close contact with customer / business partners. Finalization of books of accounts and preparation of Annual Financial statements. Co-ordinates the preparation of annual and monthly operating and capital budgets and profit & loss A/c and submitting these to management. Handling and Liaison with Internal and External auditors. Preparing establishing budget forecasts (Capital budget and Operating budgets) for the organization. Effective receivable and payable Management by monitoring the debtor's account for insuring timely receipts, processing debit note, credit note request. Managing over all accounting activities including preparation and finalization of the books of accounts. Accounting operation, responsible for reconciliation function related to Financial Integrity that includes Reconciliation, Preparation for bank accounts, Sub-ledger, Suspense accounts reporting. I was also responsible for research and clearance of reconciliation's entries, Financial Statements. Reports on the Status of Cash/fund flows. & maintaining statutory books of accounts viz, journal, ledger, cashbook and Presenting a true and fair view of the financial position. Ensuring fulfillment of all requisite formalities relating to statutory audit and CA auditors. Liaising with government and other statutory bodies for obtaining licenses & approvals. Preparation of Assement Work with Local Govt Tax Departments Preparation & Disbursement of Salary to Staff

- ❖ **Worked as an Account Assistant in Hotel Aloft, Chandigarh (Nov'11 to Nov'2015).**

JOB RESPONSIBILITIES:-

I am maintaining Daily Accounts Book, Cash Book, Bank Book, Sale Book, Refund Register, Online Banking, Payment Tracking, Petty Cash, Daily Stock, Debit Note, Credit Note, Handling Purchase & Sales Vouchers, Bank & Parties Reconciliations, Party Payment, Collection & Branch Accounting. Preparing Manual voucher of Daily transactions. Issuing & maintain register of "C" Forms & other sales tax form as per department prescribed formats. Preparing and maintaining statutory books of accounts viz, journal, ledger, cashbook and Presenting a true and fair view of the financial position of the unit. Handling and Liaison with Internal and External auditors.

EDUCATIONAL QUALIFICATION:

- Matriculation from C.B.S.E Board -1994
- 10+2 from C.B.S.E Board -1996
- B.COM from H.P University -2004

COMPUTER KNOWLEDGE:

- Basic Computers:- Windows XP, Windows 98
- Professional:- Tally 4.5, 5.4, 6.3, 7.2 & 9.0, Bussy, Marg, C A, F A & Online Accounting Knowledge in SAP 6.3, Bazaar (Kapson), Logic., WINHMS, HOST & Fortune Express IDS (Hotel Software) & Opera.
- Tools: - Ms Office.

OTHER QUALIFICATION

- One Year Diploma in Computer Programming from NITMA , Chandigarh (U T).
- One Month Certificate Course in Computer Operator from AWWA Computer Center, Chandimandir Cantt.
- Six Month Certificate Course in Airline Accounting System (IATA) from M/s Shergill Travels (P) Ltd, Chandigarh.

PERSONAL INFORMATION:

Father's Name : Ex.Lt. Bhagwan Jha (A E C Edu.)

Mother's Name : Smt. Meena Jha

Date of Birth : 06th June 1977.

Martial Status/ Gender : Married/ Male

Languages Known : English & Hindi

Salary Expected : Negotiable

Overview:

I am with good experience, hard working, reliable, dedicated to duty, highly flexible to time and demand & can take up multiple roles. When required I surely can assure you of working up to your satisfaction if given a chance to work in your esteem organization.

Date:

Place: Chandigarh.

(Dhananjay Kumar Jha)