



## CURRICULUM VITAE

# Birendra Kumar Singh

**ADDRESS** : 36, RABINDRA SARANI **PHONE NO.** : +91 9674222722  
LILUAH, HOWRAH – 711204. **EMAIL-ID** : birendrakumarsingh2@gmail.com

### Vision and Aim:-

- ❖ To undertake responsibility and perform satisfactory assignments given by management from time to time in a dynamic atmosphere.
- ❖ To have a feeling of teamwork in an organization.
- ❖ To adapt with the new changes arising by changes in the policies framed by various statutory bodies including the government from time to time.

### Educational Qualification:-

- ❖ Bachelor of Commerce from Calcutta University in 2009.
- ❖ Higher Secondary from Hanuman School in 2006.
- ❖ Secondary from Hanuman School in 2004.

### Professional Qualification:-

Certified Basic & Financial Accounting courses from Ramakrishna Mission Shilpamandira Computer Centre in 2009.

### Computer Knowledge

Window, Ms-Office, Internet, FoxPro & Programing, Tally, Fact, Ace, Accord, Analyst, Ezee, Lucid, IDS, Winhms & Mycloud etc.

### Working Experience:- Jardin Hotels Pvt.Ltd (A Unit of Shamrock Global Pvt.Ltd.) {Raipur, Chhattisgarh}

#### **Unit Finance Controller (July 2023 to Till date)**

- ❖ Responsible for purchase, sale, cash, bank, branch, accounts receivable & payable reconciliations.
- ❖ Responsible for preparation GST & TDS payable report at the end of each month.
- ❖ Responsible for preparation MIS report at the end of each month.
- ❖ Responsible for preparation salary sheet at the end of each month.
- ❖ Responsible for finalization P/L & balance sheet.
- ❖ Responsible for auditing of Store, Housekeeping, Beverage & Liquor etc.
- ❖ Responsible for preparation of budget.

### Working Experience:- Playotel Hotels Private Limited (A Unit of Sunny Vista Hotel Pvt.Ltd.) {Madhya Pradesh}

#### **Unit Finance Controller (November 2022 to July 2023)**

- ❖ Responsible for purchase, sale, cash, bank, branch, accounts receivable & payable reconciliations.
- ❖ Responsible for physical cash handling of the hotel.
- ❖ Responsible for preparation GST & TDS payable report at the end of each month.
- ❖ Responsible for preparation MIS report at the end of each month.
- ❖ Responsible for preparation salary sheet at the end of each month.
- ❖ Responsible for finalization P/L & balance sheet.
- ❖ Responsible for auditing of Store, Housekeeping, Beverage etc.
- ❖ Responsible for preparation of budget.

**Working Experience:- The Amaya Resort (Kolkata NH6, West Bengal)**

**Finance Manager (August 2021 to October 2022)**

- ❖ Responsible for purchase, sale, cash, bank, branch, accounts receivable & payable reconciliations.
- ❖ Responsible for preparation GST & TDS payable report at the end of each month.
- ❖ Responsible for preparation MIS report at the end of each month.
- ❖ Responsible for preparation salary sheet at the end of each month.
- ❖ Responsible for auditing of Store, Housekeeping, Beverage & Liquor etc.
- ❖ Responsible for finalization P/L & balance sheet.
- ❖ Responsible for preparation of budget.

**Working Experience:- Siddhayatan Spiritual Hotel & Resort (Giridih, Jharkhand)**

**Sr. Manager Accounts (November 2017 to July 2021 (Pre - Opening)**

- ❖ Responsible for preparation donation records on a daily basis.
- ❖ Responsible for purchase, sale, cash, bank, branch, accounts receivable & payable reconciliations.
- ❖ Responsible for physical cash handling of the hotel.
- ❖ Responsible for preparation GST & TDS payable report at the end of each month.
- ❖ Responsible for preparation MIS report at the end of each month.
- ❖ Responsible for preparation salary sheet at the end of each month.
- ❖ Responsible for finalization P/L & balance sheet.
- ❖ Responsible for auditing of Store, Housekeeping, Beverage etc.
- ❖ Responsible for preparation of budget.

**Working Experience:- Summit Hotels & Resorts Pvt. Ltd. (Darjeeling, West Bengal)**

**Accounts Manager (July 2013 to October 2017 (4 Years 4 Month)**

- ❖ Responsible for purchase, sale, cash, bank, branch, accounts receivable & payable reconciliations.
- ❖ Responsible for physical cash handling of the hotel.
- ❖ Responsible for preparation stock report with verification at the end of each month.
- ❖ Responsible for preparation GST & TDS payable report at the end of each month.
- ❖ Responsible for preparation MIS report at the end of each month.
- ❖ Responsible for preparation salary sheet at the end of each month.
- ❖ Responsible for auditing of Store, Housekeeping, Beverage etc.
- ❖ Responsible for finalization P/L & balance sheet.
- ❖ Responsible for preparation of budget.

**Working Experience:- Hotel Hindusthan International (West Bengal)**

**Sr.Accounts Executive (May 2011 to June 2013 (2 Years, 2 Months)**

- ❖ Purchase, sale & bank reconciliation entry on a daily basis.
- ❖ Preparation bank book & cash book on daily basis with physical verification.
- ❖ Responsible for finished stock inward & outward.
- ❖ Preparation stock report with physical verification at the end of each month.
- ❖ Sundry debtors / creditor's reconciliation as per credit limit.
- ❖ Responsible for preparing 'VAT' & 'CST' Return.
- ❖ Preparation waybill & 'C' forms.
- ❖ Preparation business letters as per requirement.
- ❖ Preparation MIS report on a daily basis.

**Working Experience:- Chopra Group of Companies (West Bengal)**

**Accounts Executive (May 2009 to April 2011 (2 Years)**

- ❖ Purchase, sale & cash book entry updation on a daily basis.
- ❖ Invoicing on customers regarding goods supply and follow up for realization.

- ❖ Responsible for stock inward & outward reports.
- ❖ Preparation stock report at the end of each month.
- ❖ Daily deposited in bank & withdrawn from bank and entry made in **(Tally 7.2 & Ace 6.2.454)**.
- ❖ Preparation bank reconciliation at the end of the month.
- ❖ Sundry debtors / creditors reconciliation as per credit period.

### **Job Profile:-**

The job profile includes company's matter related to maintenance of books of accounts and external affairs of the company.

### **Achievements:-**

**Better synchronization between the accounting system and the operations of the organization.**

### **Other Activities:-**

- ❖ Knew as a good cricketer in school and college.
- ❖ Awarded 3 times by the Chopra Group of Company '**Employee of the month**'
- ❖ Awarded by the Summit Hotels & Resorts '**Best Accountant in the Group**' & '**Employee of the Year**'

### **Personal Information: -**

FATHER'S NAME : SRIRAM SINGH

DATE OF BIRTH : 07<sup>TH</sup> NOV OF 1987

RELIGION : HINDU

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

LANGUAGE KNOWN: HINDI, ENGLISH & BENGALI

HOBBIES : CRICKET, MUSIC, POEM READING & LEARNING NEW THINGS

PASSPORT NO : Z2991942

SKYPE ID : BIRENDRA.SINGH 643

***"I hereby declare that information furnished above is true to the best of my knowledge"***

**Dated: -----**

**Signature: -----**

**(Birendra Kumar Singh)**