



## **Manveer Singh**

### **Career objective:-**

To join an effective organization where I stratified with my job profile, organization culture and utilize my individual skill & knowledge with team effort, and contribute toward company profitability.

### **Key Learning:-**

- To Observe the with work responsibility of Finance manager.
- To Work along the Manager.
- Coordinating with the team.

### **Experience:-**

- Currently working as a **Finance Manager** in Sarovar Portico Palmapur ,Distt Kangra,(H.P).

Working in **Regenta Place Shimla and Dharamshala(Royal Orchid Hotels ltd )**Join **27.10 .2022** to till **19-12.2024** working as a **Finance Manager** .

- Preparation of Daily Sales Report and Flash report sharing to Corporate and in Unit also.
- ROHL Ledger reconciliation report to share with the Corporate .
- Making the debtor and Creditor report and share to Corporate and Unit GM on weekly basis.
- Preparation of Budget and Forecasting report and share with the Corporate office.
- Taking the Inventory from all Dept on monthly basis and also make the Beverage reconciliation report.
- Preparation of GSTR 1, GSTR 2 and GSTR 3B report.
- Preparation of TDS report and Deducted as per norms and filed.
- All Legal Compliances work are done as per requirement.
- PF and ESIC Payment are done on monthly basis .
- Bank Reconciliation, Credit Card Reconciliation ,Cash Reconciliation report are sent to the Corporate

Worked In **Radisson Hotel( Kufri ),Shimla HP** Join **18.03 .2022** to till **26.10.2022** working as **Sr Finance Executive** .

- Preparation of Daily Sales Report and Flash report sharing to Corporate GM Finance and in Unit
- Making the Debtor and Creditor Aging report and follow up the payment Recovery as per the Credit Policy (BTC) Vendor Payment are ready with in the 30 days .
- Making MIS report on monthly basis .
- Preparation of Budget and Forecasting report and share with the Corporate office.
- Taking the Store Inventory on monthly basis with the Liquor Consumption report
- Cash flow Statement and Fund flow statement share to Corporate .
- Bank Reconclitaion ,Credit Card Reconciliation ,Cash Reconciliation report are sent to the Corporate .

Worked In **Sterling Resort**, Manali,Himachal Pardesh As a **Service Leader** in(**Finance &Accounts**)

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- Preparation of **Daily Sales Report /Revenue Report** on Routine Basis.
- Preparation of **GSTR 1** ans **GSTR 2**
- Preparation of **TDS** on monthly basis.
- **Bank Reconciliation** done on routine basis and Posting the entries in **Web Prolificsystem** as per the same
- **Credit Card** Reconciliation on Daily Basis and Transfer FO Invoice in **Control A/cof Unit**.
- **Tracking the BTC** and follow up the **Debtors /Creditor** Aging.
- Making Report **Profit and Loss** on monthly basis .
- Verify and Posting the Purchase Invoice in Web prolific.  
Maintain **Cash Book and Cash Collection** from Front office Deposited to Bank .

Worked in Hotel **Holiday Inn Chandigarh ,Panchkula** As a **Accounts Receivable** ,01 Sept 2019 to 30 Feb 2020 .

- ☐ Transfer All Invoices **Prolofix(FO)** to **Opera(AR)** on Daily Basis
- ☐ Preparation for **Debtor Aging** on Weekly basis.
- ☐ Ready for **BTC**(Bills to Company) on Routine Basis and Follow up/Track the Payment Status on Routine Basis.
- ☐ **Credit Card Write off**/Entries on Routine basis and Maintain on Excel on Datewise.

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☐ Worked in Hotel **Lemon Tree hotel** Baddi (HP) 10-Jan-19 to till 30 Aug 2019 as

**Accounts Executive.**

- Daily data Import from Protel to alif software .
- Preparation of Back office Collection Report
- On daily base credit card posting & matching in alif software
- Bank Reconciliation on Daily basis .
- Cash Receive on daily routine from front office & Deposited to bank
- Preparation debtor aging on weekly
- Ready to the BTC on routine base Room bill & food bill

☐ Work in **Royal Orchid Fort Resort** as a **Accounts Associate** from 19-06-17 to 15-12-2018

- Preparation of TDS Challans & Reports.
- Having the knowledge of all Taxes & benefits of the company
- Preparation of Sundry Creditors .
- Entries All Purchase Journal Vouchers ,Journal Voucher ,Bank receipts ,Cash Vouchers ,Bank payment .
- Daily Maintain Cash Book & Bank Work.
- Routine Check the Room Bill or F&B bills.
- Daily Bank Reconciliation

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- Work in **Paul Merchants Ltd** (Head Office Chandigarh) as a **Operations Executive**  
11.02 .16 to 22.07.16
- **45 Days Industrial training** during MBA in **Kangra Co-operative Bank**. With the Project Report of Financial Interpretation.

### **Computer knowledge:-**

- Proficient in work on **MS Office, Excel, Power Point**.
- Internet Savvy.
- **IDS Software, Tally E.R.P 9, Alif, Protel Software, Opera, Web Prologics.**

### **Strength:-**

- Strong leadership and Motivational skill.
- Ability to handle pressure.
- Hard working or disciplined.
- Ability to handle the team.
- Quick Decision maker.

### **Extracurricular activity:-**

- Participated International Conference on Re-imagine ,Re-definer-invent.
- Participated in National Conference on Integrated Marketing Strategies.

### **Education qualification:-**

EXAMINATION	INSTITUTE / COLLEGE	UNIVERSITY / BOARD	YEAR	Percentage
MBA	INDO GLOBAL COLLEGE OF ENGINEERING	PUNJAB TECHNICAL UNIVERSITY, JALANDHER	2013-15	73%
B.COM	GOVT. SAHID CAPTAIN BIKRAM BATRA DEGREE COLLEGE, PALAMPUR, HP	HIMACHAL PRADESH UNIVERSITY, SHIMLA	2011-13	47%
10+2	GOVT. SEN. SEC. SCHOOL, KHAIRA	H.P. BOARD DHARAMSHALA	2009-10	58%
MATRIC	GOVT. HIGH SCHOOL, LOWER KHAIRA	H.P. BOARD DHARAMSHALA	2008	52%

Father Name	Sh. Kuldeep Kumar
Date of birth	03-07-1993
Gender	Male
Language	Hindi & English
Nationality	Indian
Marital status	married
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**DATE:**

**(Manveer Singh)**

