

GOKUL CHAND DARJEE

ASSISTANT MANAGER ACCOUNTS

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E [gokuldarjee@gmail.com]

A [Karni Singh Stadium,
Bikaner]

D [4th July 1980]

OBJECTIVE-

[To obtain a challenging and growth-oriented career in fields of accounting. Ability to deliver high productivity with quality adherence and least time involved. Self-Motivated and hard-working person with experience in accounting.]

EXPERIENCE-

[May 2023-April 2025]

[Asst Manager Accounts] • [MRS Group of Hospitality, Jaisalmer Rajasthan]

[April 2019-April 2023]

[Accounts & Admin In charge] •PRL Project and Infrastructure Limited, Bodhgaya, Bihar]

[October 2016 –March 2019]

[Accounts Executive] • [MRS Group of Hospitality]

[November 2015-September 2016]

[Accounts Executive] • [Radisson Blu New Delhi]

[March 2009- September 2015]

[Accountant] • [MRS Group of Hospitality, Bikaner, Rajasthan]

Hospitality]

[December 2006-January 2008]

[Site Accountant] • [Sadbhav Engineering Pvt Ltd, Gujrat]

[EDUCATION]

[Bachelor of commerce,
MDS University,

[COMPUTER SKILLS]

Basic Computer,
SAP, OPERA, Sun,
IDS Professional7i,
Tally ERP9, MS

[STRENGTHS]

Willingness to
explore new things,
Positive attitude,
Workaholic

JOB DESCRIPTION-

- Analyze current and past financial data Preparing daily revenue report (DBR,DSR),
- Check sales and purchase invoice, track/resolving issues and Posting respective head on daily basis. Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors.
- Manage preopening project related activates (Land acquisition, purchase and setup plant and machinery, project building setup, staff hiring, manage manpower, staff activities and payroll related work)
- Making Bank reconciliation, Track online payment, Fund flow, creditor's payment and on daily basis.
- Manage sundry debtors and creditors aging.
- Manage vehicle related work insurances, taxes and variance EMI payments.
- Monthly Basis GST, TDS & VAT working prepare and communicate with Auditors.
- Compiling financial reports and supervising month-end processes
- Manage company and project cash flow
- Work with project management staff ensuring proper compliance with accounting procedures including reviewing and analyzing job cost estimates and reports monthly, develop written accounting procedures for the operations staff and work with team to ensure proper implementation and compliance.
- Plan and Manage project progress with Project Manager and site contractor.
- Manage store and inventory requisition, order, verify and tract material and coordination with vendor.
- Support and verify RA Billing and documentations with accurate records.
- Manage and coordination with Clint team.
- Manage site related govt. compliances.
- Maintained all files, records, correspondence, and other documents related to project activities.
- Basic knowledge of accounting system, budget, and internal control
- Resolve valid or authorized deduction
- Checking night audit report Market segment, occupancy statics, no show, cancelation, credit card settlement, OTA reconciliation and all respective ledger reconciliation.

Dated: 20TH May 2025

Gokul Chand Darjee