

DEBENDER PARHI

Mobile: 9810812210 Email: debender.parhi@gmail.com

Middle to senior level positions in Finance & Accounts with a high growth-oriented organisation.

Academic Qualifications

Month, Year	Qualification	Institution	Board/ University	% Obtained
1993-,1996	M.Com.	F.M College Balasore	Utkal. University	65%
1990-1993	B.Com	F.M College Balasore	Utkal. University	75%
1988-1990	I. Com	Simulia College Markona	HSCE	68%
Mar, 1988	Standard Xi	U.N High School Anantapur	BSE	55%

PROFESSIONAL SYNOPSIS

- ✓ A competent professional with over 19 years of experience in the areas of Accounts & Finance, Auditing & Taxation, With **Hospitality Industries**
- ✓ Strong analytical & organizational abilities with adeptness in formulating & uniform accounting systems, preparing accounting records and financial statements.
- ✓ Demonstrated abilities in completing audit assignments within time budgets and calendar schedules while handling multiple tasks.
- ✓ Significant experience in routing transactions, guiding and advising clients on operations, financial planning, statutory compliance and taxation issues etc.
- ✓ Excellent communication, analytical, team building and relationship management skills.

AREAS OF EXPERTISE

Accounts

- ✓ Implementing accounting systems & procedures; define the Chart of Accounts supervising the timely preparation of statutory books of accounts and finalisation of accounts. Bank & Cash Management, controlling the expenses & Cost report

Taxation & Auditing

- ✓ Arranging for timely deposit and filing of returns such as Vat, GST (With Assessment), TDS and other Taxes
- ✓ Preparing audit reports with a view to highlight the shortcomings and providing necessary recommendations.
- ✓ Updating & Implication of all indirect Taxes in Hotel

Budgeting & MIS

- ✓ Formulating budgets to determine difference between projected & actual results.
- ✓ Preparing MIS reports to provide feedback to top management on financial performance, viz, fund management, cost control, etc.
- ✓ Preparing reports for statutory authorities Balance Sheet, P&L, Payroll.

PROFESSIONAL EXPERIENCE

ANDAZ DELHI BY HYATT*Mar'16- Oct'19***Chief Accountant_ Scope of
Work Assistant Financial****Controller** Particulars of work done –

- Supervising the Accounts Department Procedure – Accounts Payable, Accounts Receivable, Income Audit, General Cashier, Taxation, Procurement etc.
- Preparation of Monthly Forecast of Revenue & expenses for all the departments; ▪

Monthly Closing of Books of Accounts for the Hotel – Month-end procedure

- Preparation of Budget of Revenue & expenses for all the departments ▪

Responsible for preparation of GM's report every month

- Responsible for Monthly Owner's report
- Responsible for updating Variance Analysis on Reflex every month – Variance as compared to Budget, Forecast & Last Year
- Responsible for Quarterly Compliance Certificate (QCC) & Control Self-Assessment (CSA) Certification
- Responsible for Compliance with the Hyatt Policy & Procedures
- Authorized Signatory – ensuring that all payment is done with utmost accuracy and with all supporting attached and proper utilization of Cash in hand
- Responsible for vetting the legal terms & conditions of all the contracts for the property ▪

Review of the Monthly Balance Sheet Reconciliation

- Liaoning with Internal, Statutory, International and Corporate Auditors
- Training for the team to get them updated with various changes in terms of Compliance

**Country Inn & Suites By Carlson (A Unit Of Gurgaon Recreation
Park ltd)***From May.2010 To Feb.2016**Unit Financial Controller*

Responsible for smooth functioning of Accounts & Finance Dept., preparing profitability reports & other MIS reports to Management as per schedule.

Handling finalization of Annual financial statements.

Monitoring operations like Reconciliations of bank accounts, Remittance of funds, Receivables Management, Debtor/Creditor Balances Reconciliation, Expense Reimbursements, Commission, Issuance of various schemes credit notes, debit notes on monthly basis.

Ensuring collection and issuance of Statutory forms, like Form 16 and others.

Timely deposits of all Govt. dues like Income Tax, TDS, Service Tax, PF, ESI, etc.

Project Costing of all Projects – Pre and Post costing both

Monitoring and reconciliation of Advances with the assistance of Accounts Assistants on regular basis.

Invoicing to Clients and PO Reports and Debtors Ageing Report

Signing all vouchers such as cash, bank and journal vouchers

Account supervision in Prolific, Ids , Opera & Micro developer Multiuser

Credit Control-Cost Control

Compliance With Sales Tax, Income Tax, Service Tax, Bank , ESI, PF

Providing monthly Profit & Loss A/c & quarterly Balance Sheet of the Company.

King Dom Of Dreams (The Great Indian Nautanki Company Pvt Ltd)

Nov-08 to -April-10

Manager (Finance & Accounts)

Responsible for smooth functioning of Accounts & Finance Dept., preparing profitability reports & other MIS reports to Management as per schedule.

Handling finalization of Annual financial statements.

Monitoring operations like Reconciliations of bank accounts, Remittance of funds, Receivables Management, Debtor/Creditor Balances Reconciliation, Expense Reimbursements, Commission, Issuance of various schemes credit notes, debit notes on monthly basis.

Ensuring collection and issuance of Statutory forms, like Form 16 and others.

Timely deposits of all Govt. dues like Income Tax, TDS, Service Tax, PF, ESI, etc.

Project Costing of all Projects – Pre and Post costing both

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Invoicing to Clients and PO Reports and Debtors Ageing Report

Signing all vouchers such as cash, bank and journal vouchers

Account supervision in Tally 9.0 ERP & ERP Micro developer Multiuser

Credit Control-Cost Control

Compliance With Sales Tax, Income Tax, GST,, Bank, , ESI, PF

Providing monthly Profit & Loss A/c & quarterly Balance Sheet of the Company.

Vista Park Hotel (A Unit Of Sheel Foods Ltd)

Oct'06- Oct'08

Senior Admin & Finance Manager

Maintaining & supervising statutory books of accounts & finalizing

Supervising the processing of Payroll, including Employees Provident Fund.

Preparing and submitting various MIS reports to provide feedback to top management on financial performance.

Ensuring compliance with the Direct Tax Law (upto assessment), Income Tax on Salary, Rent Contractor & Profession etc.

Coordinating with Internal and Statutory Auditors for conducting Statutory and Tax Audits.

Account supervision in IDS Software

TDS and Service Tax timely deposit as per deadlines.

Monitoring Monthly Pay Roll including the compliance of ESIC, EPF, LWF

Ensuring proper preparation of audit reviews & reports as per audit standards.

Preparing tax plans and ensuring timely payments and filing of Direct & Indirect Tax (Income Tax, Service Tax) returns in compliance with statutory tax acts.

Preparing financial statements, annexure, schedules and finalizing accounts based on Accounting Standards.

Olive (A Unit Of Olive Bar & Kitchen Pvt Ltd)

Sept'06

Sept'05-

Finance Manager

Maintaining & supervising statutory books of accounts & finalizing

Supervising the processing of Payroll, including Employees Provident Fund.

Preparing and submitting various MIS reports to provide feedback to top management on financial performance.

Reconciliation of Branch accounting

Ensuring compliance with the Direct Tax Law (upto assessment), Income Tax on Salary, Rent Contractor & Profession etc.

Coordinating with Internal and Statutory Auditors for conducting Statutory and Tax Audits.

Account supervision in IDS Software

TDS and Service Tax timely deposit as per deadlines.

Monitoring Monthly Pay Roll including the compliance of ESIC, EPF, LWF

Ensuring proper preparation of audit reviews & reports as per audit standards.

Preparing tax plans and ensuring timely payments and filing of Direct & Indirect Tax (Income Tax, Service Tax) returns in compliance with statutory tax acts.

Preparing financial statements, annexure, schedules and finalizing accounts based on Accounting Standards.

ADDITIONAL PROFESSIONAL EXPERIENCE

Yo! Chaina (A Unit Of Moods Hospitality Pvt Ltd)

Worked as Finance Manager

Aug-03 to –Sept-05

Uppal Orchid (A Unit of Concept Hospitality Pvt Ltd)

Worked as Income Accountant

July-02 to –July-03

Radisson Hotel , Delhi (A Unit of AB Hotels Ltd)

Worked as Accounts Executive / Promote Sr Accounts Executive J

July-1999 to –June-2002

The Bristol Hotel

Worked as Accounts Executive

july-1997 to –June-1999

COMPUTER SKILLS - Proficient in MS Office, Tally , Shaw man, IDS, Fidelio, Opera, Prolific First, Pay Pack, Iscala, Opera, Micro, Symphony, Hyperion , Windows, Outlook, Internet Applications

PERSONAL DETAILS

Address

C1/12 Sahyadri Apartment, Plot No-5 Sector-12, Dwarka -110078

Date of Birth: 02/03/1973

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Nationality : Indian

Marital Status : Married

Gender : Male

Debender Parhi