**Curriculum Vitae**

**VITIN TOMAR**

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**SUMMARY**

Strong Numerical and Analytical Skills with Master Degree in Commerce, Depth Knowledge of Accounts

Fundamental.

**WORK EXPERIENCE**

* **VLCC HEALTH CARE LIMITED**

VLCC Health Care Limited is an Indian multinational, headquartered in Gurgaon, Haryana, specializing in scientific weight management solutions, skin and hair care treatments, beauty services and personal care. The company currently operates in 323 locations across 150 cities with a presence in 11 countries. It comprises a workforce of over 4,000 employees.

**Duration :** From May-2017 to Present

**Position :**  Accounts Executive

**Location :** Gurgaon (Haryana), Corporate Office

**Reporting to :** Senior Manager of Accounts Department

**Key Responsibilities**

* Handling daily cash management analysis
* Handling bank reconciliation with general ledger
* Handling vendor’s management
* Intercompany branch reconciliation
* Monthly physical audits of branch
* Verification and process Vendor bill/Utility bills and employee reimbursement as per Company policy
* Variance analysis of expenses, working to reduce cost
* Closing monthly and annually books of accounts
* Handling Patty Cash
* **INOX LEISURE LIMITED**

INOX currently operates 120 multiplexes and 481 screens in 58 cities (updated on 30 August 2017) across India, Winner of the ‘ICICI Entertainment Retailer of the Year’ Award 2005, TAAL Multiplexer 2006, Emerging Super brand of the year 2006–2007 Award and 'Technology Adopter of the Year' Award by Big Cine Expo 2016, INOX Leisure Ltd. will continue its expansion into places like [Cuttack](https://en.wikipedia.org/wiki/Cuttack), [Mangalore](https://en.wikipedia.org/wiki/Mangalore), [Jamnagar](https://en.wikipedia.org/wiki/Jamnagar), [Kakinada](https://en.wikipedia.org/wiki/Kakinada) among others.

**Duration :** From Jul-2016 to May- 2017

**Position :**  Accounts Executive

**Location :** Gurgaon (Haryana)

**Reporting to :** Regional Manager of Accounts Department

**Key Responsibilities**

* Taken RDR and issue float on daily basis.
* Generated Purchases Order and Taken Migo.
* Handled cash collection and update RDR in showbiz.
* Maintained minimum and maximum level of stock
* Issued stock to operation as per requirement.
* Handled petty cash.
* Handled audit work.
* Handled vendor ledger reconciliation.
* Report to Head Office on daily basis of all activity.
* **SRS Limited**

SRS Cinemas is a cinema chain in [India](https://en.wikipedia.org/wiki/India) based in [Faridabad](https://en.wikipedia.org/wiki/Faridabad), and owned by the [SRS Group](https://en.wikipedia.org/w/index.php?title=SRS_Group&action=edit&redlink=1) . One of the largest [multiplex](https://en.wikipedia.org/wiki/Multiplex_(movie_theater)) chain in [North India](https://en.wikipedia.org/wiki/North_India) with 22 Plexus, 62 Screens and presence in 17 Cities across North India with a total of 16099 seats.

**Duration :** From Jul. 2013 to Jun.2016

**Position :**  Finance Executive

**Location :** Faridabad (Haryana) Corporate Office

**Key Responsibilities**

* Handled daily cash and bank transactions.
* Daily sales bills & Purchase bills.
* Daily journal entries.
* Handled work of (UP. Punjab, Haryana, HP, Rajasthan)
* Handled Bank Reconciliation.
* Handled vendor ledger reconciliation.
* **SABAR ENTERPRISES**

**Duration :** From Nov- 2011 to Jul-2013

**Position :**  Office Assistant

**Location :** Ghaziabad (UP)

**Key Responsibilities**

* Handled daily cash and bank transactions.
* Daily sales bills & Purchase bills.
* Handled Debtor Management.
* Maintained stock of spare.
* Handled customer escalations.
* Stock management.
* Handled petty cash.
* Sent report to head office on daily, weekly and monthly basis.

**TRAININGS**

* CIA+ Inst. of Computer Accountant 2009-10

**EDUCATION**

* **M.Com.** University of CCS, Meerut 2009-11
* **B.Com.** University of CCS, Meerut 2006-09
* **Sr. Secondary** Uttar Pradesh Board, Allahabad 2004-05
* **Secondary** Uttar Pradesh Board, Allahabad 2002-03

**Proficient or familiar with a vast array of Concepts and Technologies**

* Tally ERP 9.0
* Microsoft Office
* COPA
* SAP
* Microsoft Dynamic NAV (ERP)

**STRENGHT**

* Team player
* Openness
* Time management
* Decision making
* Adaptability
* Always try to think new, make new and serve new

**PERSONAL PROFILE**

Father’s Name : Late. Mr. Ranvir Singh

Mother’s Name : Late. Mrs. Poonam Devi

Date of Birth : 1st Jan 1988

Marital Status : Married

Nationality : Indian

Language Known : English, Hindi

I’ll assure you, that if given a chance to serve in your company, I’ll do my work most sincerely and conscientiously.

Date: - Yours faithfully

Place: - Gurgaon Vitin Tomar