CURRICULUM VITAE

Kailash Sayal

Mobile : 91-9718754610

**E-mail: kailashsayal@gmail.com**

To employ all my management and professional skills in serving the company to the best of my abilities to create value and realize its goals.

**Work Profile:**

* Preparing general ledger, Accounts Payable, - Medical & Non Medical.
* Updating Medical purchase and credit note/debit note and reconcilication with HIS.
* Booking and collection of Revenue – Medical and other revenue.
* Voucher entries of Expense, Cash, Bank and Journal.
* Making & receiving of payment, RTGS / NEFT and Telegraphic Transfer.
* Daily bank Reconciliation of Bank and Monthly parties Reconciliation.
* Raising Debit note/Credit note, handling the quarries of supplier regarding accounts.
* Preparing of fund flow statement for various project, Managing and allocation of fund.
* Preparation and filling of Sale Tax / Vat, WCT, TDS Return, and Service Tax.
* Obtaining of Statuary Form and liasioning with the Govt. department**.**
* Follow – up for outstanding.

**Work Experience Details:- (Total Experience 8 Years)**

1. **Saket City Hospital** **-** From September 2013 to till date.

**(**A Unit of Gujarmal Modi Hospital and research centre for medical sciences)

1. **AGA Consultancy Pvt. Ltd. -** From April 2012 to August 2013.
2. **Amigo Promotions Pvt.** **Ltd. -** July 2010 to March 2012.
3. **Pixel Enterprises -** August 2008 to June 2010.

**Academic Credentials:**

1. Pursuing MBA 3rd Semister (Finance) from Sikkim Manipal University.
2. B.Com. (Pass) from Delhi University
3. 12th from C.B.S.E. Board
4. 10th from C.B.S.E. Board

**Computer Skills:**

MS- Office (Word, Excel), Tally ERP 9, Taxman’s E-tds, SAP (ERP – FICO), Internet.

 **Personal Strength:**

* Excellent Accounting Skills and background.
* Work effectively with peers & senior Mgmt.
* Well co-ordination with other departments.
* Strong analytical ability.
* Good Communications.

**Personal Details:**

Father’s Name : Sh. A.D. Sayal

Date of Birth : 20th July 1983

Marital Status : Married.

Languages : Can read, write & speak Hindi & English.

Address : K – 32/2 Udyan Marg, Kali Bari, Talkatora Road, New Delhi -110001.

Date :

Place : (Kailash Sayal)