

DILIP KUMAR YADAV

SUMMARY

Result oriented professional with **08** years of rich experience as an **Account Manager**. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.



EXPERIENCE

Account Manager, 02/2021 - Current
Hotel Bliss Ganga(A Unit Of The Falcon Group) - Rishikesh, India

Account Executive, 04/2017 - 02/2020
Hotel Pristine(A Unit Of Vama Eco-Tel Pvt. Ltd.) - Varanasi, India

Accountant, 05/2014 - 06/2016
HOTEL SURYA KAISER PALACE - Varanasi, India

Roles & Responsibilities:-

- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files.
- Developed and documented business processes and accounting policies to maintain and strengthen internal controls.
- Collected and assembled financial data to analyze costs on year-to-year basis relative to fiscal planning and budgeting activities.
- Verified documented and requested disbursements to facilitate payments.
- Examined financial statements and income statements to review company's financial performance.
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls.
- Tracked employee payroll processes to verify timely reporting and avoid late fees.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Monitored balance sheets and income statements to evaluate financial performance.
- Completed budget plans for approval and submission by managerial staff.
- Internal and external auditing to help complete audits and resolve issues.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.
- Calculated and prepared checks for utilities, taxes and other payments.

CONTACT

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SKILLS

- Account Management
- Cost & Sales Analysis
- Strategic Account Planning
- Performance Evaluations
- Problem-Solving
- Data Analytics
- Project Management
- Teamwork and Collaboration
- Time Management
- Strategic Planning
- Verbal and Written Communication
- Organizational Skills
- Training & Development

- Scrutiny of Accounts Receivable & Payable, Sales/Purchase register.
- Preparation of MIS report as per requirement of the management.
- Prepare the Trial Balance/ Trading Account/P&L Account and Final Account.
- Balance sheet preparation, Finalization of Accounts, Taxation and Auditing.
- Bank Reconciliation Statement(BRS).
- Preparation of Depreciation workings and Inventory

Payroll Statutory Compliances:-

- Processes Company's Payroll every salary cycle and complies with statutory labour laws. Generating new employees registration in EPF & ESIC.
- Filing monthly EPF return (Generate monthly ECR/Making online payment) Filing monthly ESIC return (Generate monthly challan/Making online payment).

Taxation Statutory Compliances:-

- Calculation of GST and Filing GST returns (GSTR1/GSTR3B for monthly) GST Refund and making online payment.
 - Annual return filing GSTR9.
 - GSTR1/GSTR3B reconciliation for monthly return and Input Tax Credit, Reverse Charge,
 - GSTR2A/ GSTR2B reconciliation with Vendors.
 - Preparation and filing of TDS quarterly return(24Q/26Q).
 - Generating TDS challan/Online monthly payment and filing quarterly return.
 - TCS quarterly return and monthly challan payment.
 - Income Tax Return filing for Salary as well as Business Corporate.
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EDUCATION AND TRAINING

CCC(Course On Computer Concept), Office Management, 2014

NIELIT - Varanasi

Diploma In Financial Accounting, Financial Accounting, 2012

Navodya Institute - Varanasi

Bachelor of Arts, 2009

MGKVP University - Varanasi

ADCA(Advance Diploma In Software Technology), Office Management,
2006

Institute For Professional Development(IPD) - Varanasi

High School, Science Education, 2004

Shri KBI College - Varanasi

Intermediate, PCM Group

Shri SKBI College - Varanasi

LANGUAGES

Hindi: First Language

English: C2

Proficient

PERSONAL DETAILS

Name :- Dilip Kumar Yadav
Father's Name:- Shri Ramkesh Yadav
D.O.B :- 25/10/1989
Sex :- Male
Marital Status:- Married
Nationality:- Indian
Religion :- Hindu

Declaration:- I herby declare that all the information given above is true and correct to the best of my knowledge.

(Dilip Kumar Yadav)

Current Location :- Rishikesh(Uttarakhand)

SOFTWARE PROFICIENCY

- IDS Software
- Ezee Software
- Inn keys PMS
- Tally Prime Latest Version
- SAP
- Tally ERP -9
- Advance Excel
- Windows -10