

CURRICULAMVITAE

H.No.491,Sector12
Panchkula
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MAHESH KUMAR

PROFESSIONAL SNAPSHOT:

- An astute professional with 10 years of work experience in entire accounting.
- Possess strong communication, analytical/mapping & negotiation skills
- Ability to use financial software to prepare various reports and track data
- Wide range of account management experience in private sectors.

OCCUPATIONAL CONTOUR:

- **May 31st 2024**

Working with **Aloft Outer Ring Road (Bengaluru)** as **Finance Manager**

- ❖ Dealing with **Taxations-GST & Income tax** review and ensuring compliance in regular **TDS** working for the company.
- ❖ Submission of **ISRA & CSAT Audits**.
- ❖ Preparation of **Forecast/Executive Summary/Hotel Result Financials/EP&L Reports**.
- ❖ Assets & Liabilities Reconciliation (**MIP-66**).
- ❖ Preparing **Financial Statements & Reports**.
- ❖ Managing **foreign** currency payments.
- ❖ **Payroll Reconciliation** and processing of salary & other legal payments.
- ❖ **Month end process** work (Wash Invoices & Other).
- ❖ Interacting with internal and external **auditors** in completing the audits.
- ❖ Lead and **manage** team effectively.

- **August 1st 2022 to May 24th 2024:**

Worked with **Fairfield By Marriott (Indore)** as **Assistant Manager-Finance**

- ❖ Dealt with **Taxations-GST & TDS** working for the company.
- ❖ Manage full cycle **Accounts payable** and processed payments on time.
- ❖ Processing of salary & other legal payments.
- ❖ Assets & Liabilities Reconciliation.
- ❖ **Month end process** work (Accrual, Prepaid, States, Wash Invoices & Other).
- ❖ Invoice Reconciliation with **GSTR-2B**.
- ❖ **GSTR 9 & GSTR 9C Working (GST Annual Return)**.
- ❖ Interacting with internal and external auditors in completing the audits.

- ❖ Preparation of **Vat reports** and filing returns.
- ❖ Professional Tax return data preparing.

▪ **November 1st 2017 to July 31st 2022:**

Worked with **Welcomhotel Bella Vista (Chandigarh-Panchkula) (Member ITC's Hotel Group)** as **Sr. Accounts Executive**.

- ❖ **GSTR-1** Working & Filing Return (Details of outward supplies of goods or services).
- ❖ **GSTR-3B** Return Working & Filling.
- ❖ Invoice Reconciliation with **GSTR-2B**.
- ❖ Working & Reconciliation with GST Portal & Supplier & Customer Ledger.
- ❖ Uploading challans and depositing **Provident Fund &ESI**.
- ❖ Depositing **TDS** with various codes and rates.
- ❖ Preparation of vouchers, cash handling, **Bank reconciliation**.
- ❖ Interacting with internal and external auditors in completing the audits.
- ❖ Preparation of **Vat reports** and filing returns.

▪ **April 24th 2015 to 31th October, 2017**

- ❖ Worked as **"Accounts Executive"** 'with **HOTEL SUNBEAM PREMIUM** (A leading four star hotel based in Chandigarh since 1984 with Palms Restaurant and Barista Cafe)
- ❖ GST return filing with outputs and inputs (IGST, CGST, UTGST)
- ❖ Receiving invoice every month and deducting TDS with re-imbursement.
- ❖ Preparation of income tax returns, vat reports and inputs, cash book, depositing TDS with various code and rates.
- ❖ Preparation of vouchers, cash flow-fund flow statement, bank reconciliation, service tax report and inputs.

▪ **October 16th 2013 to 13th April, 2015**

- ❖ Worked as **"Account Assistant"** 'with **EMBEE GROUP*** (A leading company promoted by chartered Accountant based in Chandigarh dealing in Corporate Finance, Audits, Home Loans, General Insurance and Recovery under SARFA). ESI Act 2002.

ACADEMIC CREDENTIALS:

YEAR	QUALIFICATION	BOARD/UNIVERSITY/INSTITUTE	SCORE
2022-23	MBA in Finance	Chandigarh University	71.06%
2013-14	B. Com	Govt. College Sec-1, Panchkula (Kurukshetra University)	53.50%
2009-10	Senior Secondary	H.B.S.E Board	69.20%
2007-08	Matriculation	H.B.S.E Board	65.00%

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS:

YEAR	SCHOLASTICS	BOARD/UNIVERSITY/INSTITUTE
2023	Manager of The Year 2022	Fairfield By Marriott Indore
2017-18	Certification in Entrepreneurship Development Workshop on GST PRACTITIONER	The National Institute for Entrepreneurship and Small Business Development (NIESBUD) (Under Ministry of Skill Development and Entrepreneurship, Govt. Of India)

COMPUTER LITERACY:

- ☐ Excellent in MS word, Excel, PowerPoint.
- ☐ Proficient with Internet Applications

SOFTWARE:

- ☐ Tally Prime
- ☐ Hostwin
- ☐ IDS-5
- ☐ Opera-People Soft

LINGUISTICABILITIES:

- ☐ Proficient in Written & Oral Communication in **English, Hindi & Punjabi**

PERSONALITYTRAITS:

- ☐ **Hobbies** Listening music, Travelling, Reading Newspaper
- ☐ **Qualities** Disciplined, Honest & Smart working.

AREASOFSTRENGTH:

- ☐ Analytical mind to identify problems and implement effective solution.
- ☐ Hardworking, Energetic &Flexible
- ☐ Highly Trustworthy, Discreet &Ethical

PERSONALDOSSIER:

- ☐ **Date of Birth:** 7th Mar, 1992
- ☐ **Marital Status:** Unmarried
- ☐ **Nationality:** Indian
- ☐ **Family:**
 - ❖ **Father's Name:** Mr. Kamlesh Kumar (Business)
 - ❖ **Mother's Name:** Mrs. Ramawati (HouseWife)

PREFERREDLOCATION:

- Chandigarh & NCR Region

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes the qualification and experience.

SUMMARY:

- If given a chance, can assure sincere endeavor towards achieving not only the objectives of the job but also challenging the limits set out for the job in question

Thanking you in anticipation

Yours Truly

A handwritten signature in dark ink, appearing to read "Mahesh Kumar". The script is cursive and somewhat stylized.

(Mahesh Kumar)

Date: 18-12-2024

