

**Nishant Kumar**

**Club Mahindra- Kanatal Resorts**

**Rock cliff Estate, Gun hill, Mussoorie,**

**Dehradun, Uttrakhand – 248179**

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**PROFILE AND STRENGTHS**

Finance & Accounting professional with experience of 8 years in handling various aspects of Finance and Accounts related functions, Commercial Operations, Accounts Receivables, Receivables Management, Accounts Payables, Preparing Various Reports with solid planning and organizational skills.

**CAREER FEATURES**

**Since June 2016 Club Mahindra Holidays Resorts Kanatal (UK) as Assistant Manager**

**Reporting to Resort Manager and Corporate Officer**

* Preparing various ledgers and reconciliation statements viz. Bank Reconciliation, Credit Card Reconciliation etc. for analysing the accuracy of books of accounts.
* Responsible for all audit compliances to be fulfilled in hotel premises
* Handling making of MIS reports viz. Debtors, Creditors, Expense sheets as well as other statements for analysis of the profitability position.
* Reviews important statistics on occupancy, covers, productivity, revenues, GOP.
* Prepare Budget & reports with the comparison to previous year and same month of the previous year.
* Monthly Inventory control.
* Analysing the rates before giving any Contract/Work Order with the prevailing market rates.
* Negotiate the rates before place the order to the Contractor/ Supplier.
* Checking of Contractors Bills with their Measurement Books, rates and passing then cost centres wise.
* Inter unit Reconciliation.
* Team Management & captive use of staff for better result.

**Sarovar Hotels & Resort Pvt.Ltd ISB Mohali Sept-15 to June-16 (Executive-Finance)**

**Reporting to Finance Manager**

* MIS report preparation for management
* Tax reconciliation and filing returns
* Revenue monitoring and reducing revenue loss
* Responsible for month end all accounts reconcile reports
* Preparing bank reconcile statement
* Verifying various orders and reconciling with GRN, PJVs and ageing summary
* Verifying all types of contracts and advice if any amendment required
* Verifying all discount and A&G given in F&B
* Coordinating with front office, sales and F&B for smooth work flow regarding financial portion
* Verifying all shifts auditor’s report and process it for higher management approval
* Monitoring cashier’s responsibility
* Tax tallying on the daily basis, monitoring the revenue and non-revenue bucket and various other groups.

**Mahindra Holidays and Resorts India Limited Nov-12 to Aug-15 (Assistant-Finance)**

**Reporting to Finance Manager**

* All entries pass in SAP Software.
* Credit Card Reconciliation for daily basis.
* Handling Payable Entries, Vendors Payments.
* Handling Receivable Entries
* Reconciliation of bank accounts on weekly & monthly basis.
* Daily collection of inward goods advice (daily purchase book up to date) Daily sales book up to date.
* Preparation of Luxury Tax.
* Preparation of monthly challan Luxury Tax.
* Handling Taxation section with regards to TDS, VAT.
* Responsible for all Statuary obligations.
* Preparation of Financial Statements at the end of every month.
* Ensure smooth & efficient management of income audit, night audit, purchase, store & general cashier.
* Preparing of final invoice for parties, follow up for payments and solve queries of debtors related to invoice.
* Reconciliation of revenue earned on daily basis.
* prepare for and coordinate internal and external audit processes
* Preparation of Cash book, Petty cash book.
* Handling daily transition [Checking daily Report, (Revenue Report, Discount Report, Void Bill, Reprint Bill, Allowance Report with SAP SOFTWARE]
* Sale login and Approval process in SAP.

**Educational Qualification**

Academic : B. Com from MGU Delhi,

##### Technical : Knowledge of various Accounting packages, like

##### SAP, IDS, TALLY 9 ERP

**PERSONAL**

Date of Birth: 18-02-1990

Languages: English, Hindi

Hobby: Playing cricket, listening to music

**REFERENCES AND DOCUMENTS AVAILABLE ON REQUEST**