



NIDHI CHAVAN

Phone: 98901 99151

email: nidhichavan@hotmail.com

PROFESSIONAL SYNOPSIS

- Qualified M.B.A. with 13+ years' experience in industry of banking, retail, real estate and hospitality.
- Currently associated with leading brand in hospitality industry as Team leader for Accountant Payable process
- Analytical ability to comprehend needs of both internal and external customers, to respond appropriately.
- Quick study with ability to easily assimilate job requirements and aggressively employ new methodologies. Self-motivated team player/builder.
- Apprend with accounting softwares like tally , SAP - FICO & SD, Iscala as per industry requirement

Professional Experience

Team Leader Accountant Accounts Payable - (Hyatt Regency Pune.) Since March 2014

- Responsible for all Accounts Payable processes.
- Ensured input and timely payment of all vendor invoices.
- Process and audit of Employee Expense reports
- Responsible for monthly check run and positive pay transmission.
- Assisting in Month End and Year end activities.
- Work closely with Auditors during all audits (statutory & process audit)
- Rectify escalated accounts payable issues from employees and vendors.
- Verifying details of all transactions, including funds received and total account balances.
- Setup and maintenance of vendor database.
- Managing vendor contract database in system for ready reference to concern
- Bank reconciliation on weekly base
- Data extracting for foreign invoice and accordingly arranging for timely payment with all concern documentation & approval fulfilling
- Setting up processes as an when required
- Extracting data, arranging & calculating taxable part as per various statutory requirements on monthly basis.

Sr.Executive Credit Control – (Phoenix MarketCity) Vamona Developers Pvt.Ltd. July 2011 – April 2012

- Constantly reconcile and analyze tenant accounts for AR, advance, deposits and unearned income, identify and resolve in case of any dispute.
- Investigate and sort out accounts receivable and revenue related integrity issues on monthly basis.
- Reconcile GL control accounts relating to accounts receivable and revenue on regular basis and ensure correct and accurate balances.
- Review all signed leases data including termination/relocation cases and ensure correctness of data and completeness of necessary accounting/adjustment entries.
- Review and validate the proposed leasing deals before submission to the Asset Management Committee (AMC) for approval ensuring correctness of budget, amounts, calculations, outstanding amounts of old tenant.

Executive Finance & Accounts – (Ishanya) Deepak Fertilizer & Petrochemicals Ltd. Aug 2009 –July 2011

- **Accounts Receivables -**
Sales Invoicing & Debtor reconciliation.
Visiting clients for Recovery of debts and reconciliation of accounts.
Compiling service tax data every month.
MIS preparation with respect to Income reconciliation, provisions & advances.
- **Accounts Payable –**
Bill booking, cheque preparation.
Petty payments and entering in system.

Accounts Assistant –Pantaloon Retail India Ltd. 11. Dec. 2006-30.June.2009

- Petty Cash management.
- Vendor management; includes credit control and payments, maintaining vendor MIS.
- Cash receivables management.
- Payroll Processing.
- GL MIS Maintained.

Assistant Manager – Branch, THE RATNAKAR BANK LTD, July 02 2001 – July 21, 2004

- Managed branch's day-to-day operations.
- Developed new accounts and serviced existing clientele. Trained and supervised support staff.
- Evaluation & scrutiny of loan applications.

Executive - Administration, CARE MAC ENTERPRISES,

Nov. 1997-June 2001

- Pricing renegotiation and restructuring delivery timeliness.
- Managed the needs/requirements of high revenue commercial accounts through extensive follow-up procedures.
- Day-to-day operations, purchases, sales & recovery. Co-ordination between the marketing team & service engineers.

Project

Project Area: Marketing (Sales)

Project Title: "Project the future potential business for power generation and industrial appliances".

Organization: Kirloskar Oil Engines Ltd., Pune

Academic Qualification

- MBA, Finance and Marketing
Shri Shahu Institute of Business Education and Research
- B.Com, Advance Accounting and Auditing
DRK College of Commerce, Kolhapur University

Extra -Curricular Activities

- Represented school at state level athletics championship.
- Member of World Wide Fund, Kolhapur City.
- 1st Degree Holder of Reiki {Master Mrs. Rani Venkat}

Hobbies & Interests

Listening to music, Holidaying.

Personal Information

- **Sex:** Female.
- **Date of Birth:** May 13, 1974.
- **Marital Status:** Married.
- **Passport No :** K9935741
- **Passport Expiry Date :** 14/04/2023

Permanent Address

232/1+2, C-605 Anand Residency,
Sakore Nagar, Near New Airport Road
Vimanagar
Pune - 14