

# RESUME

**RACHNA TANWAR**

B-23, Gali No 7 Prem Nagar Phase-4, Najafgarh, New Delhi

Email: [rachna.bhbt@gmail.com](mailto:rachna.bhbt@gmail.com)

Mb: 9582871116

**Total Experience**

**8+ years of rich experience in Accounts Payable with a leading five star Hotel Group.**

**CAREER GOAL:**

To attain a responsible position where my abilities and potentials are utilized to optimum satisfaction and my knowledge is used for acquiring desired goals by the organization.

**ACADEMIC QUALIFICATION :**

Course/Degree	Board/University	Year of Passing
MBA(Finance)	IMT Ghaziabad	2016
B.A	Delhi University	2011
Senior Secondary	C.B.S.E.	2006
Higher Secondary	C.B.S.E.	2004

***Organizational Experience***

**Since July, 2017**  
**The Lalit New Delhi (Bharat Hotels Limited)**  
**Assistant Manager- Finance & Accounts**

**KEY RESPONSIBILITIES**

- ☞ Handling independent operations with Bills & Payment.
- ☞ Processing Salary.
- ☞ Adhering to all current and relevant HSE codes
- ☞ Authorization of Supplier bills (Service Bills/Purchase Bills)
- ☞ Review of reconciliation statements of contractors & supplier's ledgers.
- ☞ Handling the Inter-Unit Reconciliations.
- ☞ Dealing with Internal & Statutory Auditors for requirements relating to accounts payable.
- ☞ Processing of Medical & LTA Claims & also Monthly Reimbursement of Staff on Monthly Basis.
- ☞ Monitoring of daily Ageing & advance Report of vendors.
- ☞ Monitoring of management reports on requirement basis & preparation of monthly provisions.

- ☞ Maintaining details of bills not received during the month.
- ☞ Performing month-end closing responsibilities

**Since July, 2014**  
**The Lalit New Delhi (Bharat Hotels Limited)**  
**Executive- Finance & Accounts**

**KEY RESPONSIBILITIES**

- ☞ Handling independent operations with processing of Bills & Payment.
- ☞ Authorization of Supplier bills (Service Bills) for posting in cost center / project center, GL head and supplier account.
- ☞ Review of reconciliation statements of contractors & supplier's ledgers.
- ☞ Handling the Inter-Unit Reconciliations.
- ☞ Dealing with Internal & Statutory Auditors for requirements relating to accounts payable.
- ☞ Processing of Medical & LTA Claims & also Monthly Reimbursement of Staff on Monthly Basis.
- ☞ Preparation of daily Ageing & advance Report of vendors.
  
- ☞ Preparation of management reports on requirement basis & preparation of monthly provisions.
- ☞ Maintaining details of bills not received during the month.
- ☞ Performing month-end closing responsibilities

**Since July 2012-June 2014**  
**The Lalit New Delhi (Bharat Hotels Limited)**  
**Sr. Accountant- Finance**

- ☞ Handling Employee related payments.
- ☞ Handling payments of vendors.
- ☞ Making reports related to month end.
- ☞ Making various month end closing entries.
- ☞ Assisting in assessments.

**Since November, 2010-June 2012**  
**The Lalit New Delhi (Bharat Hotels Limited)**  
**Supervisor- Finance & Accounts**

- ☞ Preparing Tds deductions details of vendors
- ☞ Maintaining employee tds deduction details
- ☞ Assisting in assessments

### **ACHIVEMENTS**

- Employee of The Month Certificate for excellence in work.

### **IT SKILLS**

- WebProl'Ific Ver 4.0.0L
- Prol'Ific Ver 7.0.0 ERP
- O & A level by DOEACC
- MS Excel
- MS Word
- MS PowerPoint

### **PERSONAL DETAILS:**

Husband's name:	Sh. Surinder Singh Tanwar
Date of Birth:	09th June. 1988
Marital Status:	Married
Phone:	9582871116

**(RACHNA TANWAR)**

