###  +91-7004396817 SANDEEP RATHI

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# SUMMARY

Detail-oriented financial professional in the field of- AP and AR operations as well as inventory management. Good communication and problem solving abilities. Versatile Corporate Controller with proven track record providing transformative leadership to growing organizations. Committed to developing robust standards, internal controls and processes while minimizing risk.

# PROFESSIONAL EXPERIENCE

**Assistant Financial Controller Oct '19 – June’20**

**JW MARRIOTT Kolkata**

* Actively working with the external auditors to ensure accurate financial reporting and maintain business integrity in the industry.
* Completed year-end close processes with through effective supervision, financial functions and regular treasury transactions.
* Liaison with various departments in the organization to get an overview of revenues and cost.
* Create and distribute reports on internal and external audits and budgets.
* Assisted in upper-level decision making by creating comprehensive financial reports and collaborating with finance and accounting departments.
* Completed journal entries, reconciliations and account analysis to prepare quarterly financial documents and general account management.
* Followed up with delinquent accounts to obtain funds and reduce aging balances.
* Reviewed contracts financially impacting company and counseled executive leaders on impact contracts would have on company operations.
* Overview accounts payable and receivable operations for business with in monthly expenses.
* Reviewed documents and data to give accurate presentations and forecasts to upper management. Reduced waste and boosted productivity by restructuring finance and accounting departments.

**FINANCE MANAGER Aug '18 - Sep '19**

## THE LEELA HOTELS AND RESORTS Mumbai

**Strategy, Planning and Management**

* Assess and evaluate financial performance of organization with regard to short term and long-term operational goals, budgets and forecasts.
* Provide insight and recommendations to both short-term and long-term growth plan of Organization. Communicate, engage and interact with Board of Directors and Co-founders.
* Create and establish yearly financial objectives that align with the company's plan for growth and expansion.
* Recruit, interview and hire finance, accounting, and compliance staff as required.
* Implement policies, procedures and processes as deemed appropriate by senior leadership team.

**Financial Analysis, Budgeting and Forecasting**

* Prepare and present monthly financial budgeting reports including monthly profit and loss by entity and division, forecast vs. budget by division.
* Review and analyze monthly financial results and provide recommendations. Develop and maintain monthly operating budget and annual company operating budget.
* Manage financial planning and analysis department. Supervise creation of reports, software implementation and tools for budgeting and forecasting.

**Accounting, General Ledger, Administration and Operations**

* Supervise the accounting department to ensure the proper functioning of all systems, databases and financial software. Review and ensure application of appropriate internal controls, compliance and financial procedures.
* Ensure timeliness and accuracy of financial and management reporting data for management, investors and company's board of directors.
* Oversee the preparation and communication of monthly, quarterly, half yearly and annual financial statements incl. income

statement, balance sheet, cash flow, MIS reports.

* Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies.
* Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
* Enhance and implement financial and accounting systems, processes, tools and control systems including upgrades to new accounting software given the scale of operations.
* Serve as a key point of contact for internal and external auditors; manage, prepare and support the audits.

**Finance and Accounting and Tax Management**

* Direct and indirect tax returns, GST, TDS, Advance tax working etc. Monitor timely deposit of taxes like TDS, GST, and statutory returns within prescribed time.
* Checking of Tax Audit Reports, income tax returns, reply to notice received from GST, direct tax department and appearing before all tax authorities.
* Handling assessment appeals of GST / income tax cases. To support and provide the solutions to the problems to other departments regarding statutory matters to save tax in commercial contracts and GST/income tax optimization.
* Oversee the preparation and timely filing of all direct and indirect tax returns.
* Work with Human Resources team to ensure appropriate labour compliance including PF/ESIC/PT and all applicable regulations.

**Team Management and Due Diligence**

* Mentor and develop a team of Managers, senior managers and Executives, managing work allocation, systems training, performance evaluations, and the building of an effective and efficient team dynamic..
* Set up strong reconciliation processes with payment gateways and internal technology systems for timely accounts creation. Manage vendor / external due diligence as single point of contact and resolve any compliance issues if any.

**Practicing Chartered Accountant May '15 - Jul '18**

**Self Employed New Delhi**

* Handling Service Tax Payments.
* Processing Day to Day Clients financial transactions.
* GST registration, compliances and monthly payment. Preparation of GSTR-1, GSTR-3B and matching GSTR -2A.
* Accounting and Auditing Books of Clients.
* Liaison with Banks for Loans and Project Finance.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Ensuring the compliance of Statutory Liabilities on timeline.

**Finance Lead Feb '13 - Dec '14**

**Taj Hotels and Resorts Bangalore**

* Preparation of Weekly Receivable Report and Debtor Reconciliation. Handling of Inter Company Transactions.
* Tax Reconciliation.
* Processing Travel Agent Commission on Monthly Basis.
* Daily Business Report.
* Handling the inquiries of the Guests and providing on time solutions.
* Preparing and filing of Service-Tax, VAT, TDS & Luxury Tax Returns.
* Recognize the Recoverable & Non Recoverable Vat available for set off against the Input VAT.
* Utilization of Cen vat Credit available for Service Tax and ITC for VAT.
* Built strong relationships with customers through positive attitude and attentive response.

**Commercial Lead May '12 - Feb '13**

**Future Group Bangalore**

* Receive and verify invoices and requisitions for goods & obtain invoice authorization.
* Reconciliation of payments & vendor's accounts.
* Maintain all Accounts Payable/Inventory records and files. Maintaining Stock Movement. Recording Day to Day expenses- Petty cash, Daily Bills, Fund Allocation etc.
* Generating Vendor Ageing report and remitting the payment as per due date. Preparing MIS and VAT report.
* Fixed Assets Analysis.
* Analyzing general ledger accounts, to identify costs that should be capitalized and included in fixed assets. Prepare Depreciation Schedule and pass off accounting entries to record depreciation expenses.
* Keeping files of all supporting documentation for fixed assets.
* Work closely with Purchase Dept. and Financial Controller to review the inventory control. Ensure that Inventory stocks are held within the company objective.
* Produce monthly Inventory control report.

# EDUCATIONAL QUALIFICATION

**Chartered Accountancy Nov '07 - Nov '11**

## The Institute Of Chartered Accountants of India New Delhi

Accounts, Taxation, Corporate Law, Audit etc*.*

**Graduation Jul '05 - Aug '08**

**Delhi University New Delhi**

History, Political Science, Economics, Hindi and English

# KEY SKILLS

Communication Skills

GAAP

Team Management

Financial controls

MS-Excel

MS-Word

Outlook

MS-PowerPoint

ERP

Oracle -Orion

People Soft

SAP and Opera

Alif- Boss