

NILESH S JADAV

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At & Po –Koyali, Virsad Mata Faliya, Moto Vago, Dist-Vadodara -391330

ENTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED “ASST. MANAGER ACCOUNTS & FINANCE” known for accuracy, attention to detail. **Pro-active and results-oriented** with experience in accounting and finance and Proficiencies in MS ERP- Dynamics Navigation, Tally ERP, SAP FI.

KEY SKILLS

- Accounts Payable, Receivable & Vendor Management
- Maintain & Monitoring day to day expense.
- Invoices/Expense Reports/Payment Transactions
- GST & TDS.
- Ability to lead and handle work independently.
- Strive for excellence and perfection.
- Preparation of Monthly Profit & Loss Account.
- Excellent co-ordination and communication skill.
- Cost analysis.
- Cash inflow & outflow.
- SAP, TALLY ERP 9, Spreadsheets & Accounting Reports.
- Controlling & Monitoring of Accounts & Purchase.
- Internal Audit.
- Professional Tax payment to Municipal Corporation
- Supporting PF & ESIC related matter local level

PROFESSIONAL EXPERIENCE

FEB 2020 to Continue
Finance Controller & MIS

Het-Chint Hospitalities Pvt. Ltd

Reporting to the **Managing Director of the Company**, responsibility for **Providing Financial** and Clerical Services in order to ensure effective, efficient and accurate financial data with Budget analysis and reports..

- Financial planning and analysis,
- Contract negotiation - Purchasing and cost management
- Process development and leadership - Multi-Unit operations supervision
- Human Resources – Vendor Management
- P & L Management – Planning & Development

June 2007 to Jan-2020
Asst. Manager Account & Finance

ISS Facility Services India Pvt Ltd

Reporting to the **DGM-Finance & Accounts**, responsibility of revenue analysis reports, collection target and DSO management **with financial** impact of increase/decrease accurate financial data.

- Monthly Profit & Loss preparation, Preparation of Budget Vs Actual Report.
- Monthly Revenue/Sales Analysis, Payroll analysis & control.
- Material Cost & Consumption analysis.
- Accounts Payable & Receivable comparison & Management
- Monthly Expense analysis & provision for Bad-Debts generation.
- PF, ESIC, PT etc timely compliance report generation and process.
- Fund Collection projection report with Ops Manager & fund planning.
- GST-Input & Output report generation, Input reconciliation & TDS calculation and verification for further process.
- Bank Reconciliation & vendor Payment Process with ageing report.
- Inventory audit monthly and also work as Internal Auditor.
- Cash Voucher verification and approval.
- Ensure timely booked expense and Purchase Invoices, Sales invoices.
- Overall Controlling and monitoring all accounts and finance activity with Internal Audit

Sept 2003 to May 2007

Apollo Tyres Limited

Waghodiya Plant-Vadodara

(One Year trainee after that on Company contract as a post of Account Executive)

Reporting to the **Manager Accounts**, responsible for **providing financial** and clerical services in order to ensure effective, efficient and accurate financial.

- Material Cost & Consumption analysis. Production report to all dept head on daily bases.
- Handling all department contractual service report to every dept. head.
- Preparation of Purchase Order in SAP.
- Booking and process with valid document of all contractor bills as per the given service with reports.
- Monthly Profit & Loss preparation, as well Preparation of Stock report.
- Monthly Expense analysis. All the contractual workers report to Plant head.
- Inventory audit monthly and also work as Internal Auditor.
- Cash Voucher verification with respective authorization /department approval.
- Ensure timely booked expense and Purchase Invoices.
- Overall Controlling and monitoring all accounts and finance activity.

EDUCATION

GUJARAT UNIVERSITY, AHMEDABAD

Bachelor of Commerce in Accounting & Financial Management, 2005

TECHNOLOGY SUMMARY

● MS Dynamics Navigation ● Tally ERP 9 ● SAP FI ● MS Office (Word, Excel, PowerPoint.)

KEY STRENGTHS

- Ability to build interpersonal relationship
- Positive Mindset & Team Work Spirit.
- Rapid learning capability & adaptable.