

**Udaya Kumar Dash**  
Mobile: 7678446639/9999129921  
E-Mail:[udaydash1972@gmail.com](mailto:udaydash1972@gmail.com)



**Object:** To obtain a challenging position in "Accounts/Finance Department" with an organization of repute that provides opportunity for advancement, and where I will utilize my experience, knowledge and skills to contribute to the growth and productivity of the organization.

## Professional Snapshot

I am a highly talented and experienced with 14 years and above of practical experience and long track record of success in accounts and finance with Hotel ,Restaurants & Retail Industry.

I have strong experience in the following task : Fund Management, Prepare & Filling TDS Returns,Income Tax. Handling Statutory Audit and Resolve Auditors Queries, Internal Audit, Supervising day to day accounts & Finance activities i.e. (Receivable: Preparation and Reconciliation Bill to Company (BTC),Online Travel Agency (OTA) and Payable: Checking Invoices with Purchase order,Stock & Inventory works.Finalized Monthly Trial Balance, Profit & Loss Account also independently. Finalized GST Returns and Balance Sheet with Co-Operation by Finance Controller and C. A.

I am confident that I can become a top performer at your company. My long term career goal is to continue to learn and grow my specialist skills and abilities, while utilizing my experience, knowledge and skills to the benefit of an employer.

## Growth Path

October.2019 to April.2021

Hotel The Pllazio.Gurgaon

(A 4\* Hotel & Resorts)

Reporting Head: Finance Controller.

Assistant Manager Accounts & Finance

June.2017 to September.2019.

Paradise Food Court Pvt.Ltd.

(A Chain of Hyderbadi Biryani Restaurants)

Branch office: Gurgaon.H.o.Hyderabad

Reporting Head: Finance Controller.

Assistant Manager Accounts & Finance.

June.2014 to May.2017.

The Corbet Mango Bloom(Hotel & Spa)

Ram Nagar.Uttarakhand (H.o.New Delhi)

(A 4\* Resort's & Spa)

Reporting Head: General Manager.

Asst.Manager /Manager Accounts & Finance

August -2011 to May. 2014

The Park Land(A Group of Hotels).New Delhi

(A 4\* & 5\* Hotel & Resort's)

Reporting Head: General Manager.

Asst.Manager Accounts & Finance

April.2009 to July.2011

The Home Store India Ltd.(Sabka Bazar).

(A FMCG & Retail Company)New Delhi

Reporting Head: Finance Controller.

Sr.Accounts Executive

December .2007 to March. 2009

Hotel HillView, Surajkund.Faridabad

(A 5\* Hotel & Resort's)

Reporting Head: Finance Manager

Accounts Executive



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## Areas of Expertise

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### Statutory Compliances

- \* Prepare daily DBR ( Daily Business Reports), Handling Banking Transactions & Cash Operations, Reconciliation of daily Cash Sales and Credit Card Sales, Preparation of Daily Fund Status of various Banks, Preparing Bank Reconciliation Statements Deduction of TDS from vendors and salaries, deposit with Govt. Account and filling quarterly return.
- \* Control and Monitor of Debtors and Creditors, Preparation and Scrutiny of Vendor details with Purchase Orders, Monthly online Payment Schedules by Management, Reconciliation of Party Accounts, Ageing Analysis.
- \* Assisting Finance Controller in preparing monthly financial statements, month-end closing procedures, monthly account reconciliations, Calculate and record monthly revenue, Manage and monitor Online Travel Agency (OTA) Reconciliation & AR ageing report and follow-up with client for collection, manage inter-company accounts with Managing chart of accounts, Prepare and maintain files and records in soft copies and hard copies.
- \* Data Entry and Accounting – Complete data entry which would include raising sales invoices, purchase invoices, booking expenses, petty cash, making provisions, allocation of prepayments to expenses
- \* Managing Cash and Petty cash – Handling cash and petty cash, ensuring petty cash availability, paying expenses after verifying supporting and proper approvals with Finance Controller. Daily verification of balances, deposit of cash to bank ensuring proper controls are kept in place for iou's.
- \* Assisting Finance Controller in Managing Cash Flow – Manage and control the cash flow to ensure the Company is properly funded. Determine the paucity of funds well in advance and take corrective measures discuss with periodically the cash flow.
- \* Verification of Bills with Consumption, Preparation of BTC (Bill to Company), Service Charges, Travel Agent Commissions. Checking Sales Bills with KOTS, Preparing Conference Bills , (BTC) and BANQUET party bills.
- \* Computation of TDS, (Income Tax) and deposits thereof. Preparation of GST & Filling Returns by Finance Controller or C.A.
- \* Managing the accounts, effecting TDS on payments, wherever applicable, deposition of tax with the concerned authorities, issuance to TDS certificates, reconciliation etc.
- \* Preparation and verification of Monthly Stock Statements- Main Store, Engineering Store, Banquet Store, House keeping Department ,Restaurnts and others (I.e.inventory of Outlets) weekly wise. Checking all inward and outward invoices ,Stockwise items and wastage items. Preparation Profit and Loss Account after Monthly Inventory.
- Preparation and Verification of Monthly Staff Salary, calculation of Leave Encashment with EPF & ESI after getting from H.R Departments.
- Assisting C.A for Internal Audit Monthly & Finalization of Books of Accounts co-operation by CA or F.C



### **Accounting Operations**

- \* Controlling and supervising all day to day accounting & finance activities.
- \* Controlling accounts payable, scrutinizing all the Vendors bills, updating vendors' accounts and process payment accordingly after deducting TDS if applicable.
- \* Controlling accounts receivables ensure that all the invoices have been raised in time as per the contract, purchase/work orders received and updated to the customers' accounts.
- \* Bank with Vendors, Customers and other accounts reconciliations. Company's inter branch Reconciliation.
- \* Finalization of Trial Balance and prepare monthly Profit & Loss Account and Cash Flow Statement.
- \* Preparing Profitability statement and other reports as required by the management to aid them in strategic decision making related to fund management and profitability.

### **Academiac**

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Qualification : B. Com (H) Graduate from Utkal University. Bhubaneswar, Odisha

### **Computer / Software Skills**

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Microsoft Office : Microsoft Word, Microsoft Excel, Outlook Express.  
Accounting Software : Tally ERP 9.0, E-TDS, WINHMS,IDS SOFTWARE & NAVISION

### **Personal Detail**

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Date of Birth : 2nd March, 1971  
Father's Name : Late Dinabandhu Dash  
Marital Status : Married  
Residence Address : Madangiri(Near by Saket)  
New Delhi-110062  
Language Proficiency : English, Hindi & Odia  
Nationality : Indian

Date:

**(Udaya Kumar Dash)**



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Date:

(Udaya Kumar Dash)



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