

NITIN KAUNDAL

ADDRESS:
WARD NO-3
PO & TEHSIL ARKI
DISST- SOLAN (HP)

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m

AREA OF INTEREST:
Accounts & Investment

LANGUAGES KNOWN:
English, Hindi

HOBBIES:
Travelling
Cooking

OBJECTIVE:

“To pursue a career in the field of Account, gain further skills and attain the goal of the organization aiming at mutual growth.”

PERSONAL DETAILS :

Date of Birth:- 24 Jan-1998

Sex: Male

Nationality: Indian

Marital Status: Unmarried

Father's Name: Mr. Vinod Kumar

Mother's Name: - Mrs. Kamlesh

QUALIFICATION :

ACADEMIC QUALIFICATIONS:

Examination	Institute	Board/ University	Year of passing
M.COM	IGNOU	IGNOU	2020
PGDCA	ICDEOL	HPU	2019
B.COM	GDC ARKI	HPU	2018
SSC	GBSSS ARKI	HPBOSE	2015
HSC	GBSSS ARKI	HPBOSE	2013

COMPUTER PROFICIENCY:

**Opera
Sun Accounting System
Material Control
TALLY ERP
Basic Knowledge of Computer Fundamental.**

EXPERIENCE:

- **1-Working with Accountancy Firm at totu Shimla from June 2023 to Dec 2023**

Responsibilities:

- Processing of all bills
- Sale & Purchase bill enter
- Receipts & Payments vouchers enter
- Bank Reconciliation Statement
- Reconciliation of parties ledgers
- E-filling of GST Return
- Audit of trading companies

- **2-Working with Yashail Hotel (Previously Known As Radisson Blu Hotel), as Assist. Accountant from 16 Dec-2023 to till Date**

Responsibilities:

- Review the income reports and income systems of the organization
- Ensure consistency of income procedures, policies with industry standards
- Ascertain if there are any omissions, duplications and miscalculations
- Prepare income audit reports , make conclusions and forward reports to higher management
- Resolve customer billing disputes
- Respond to customer inquiries regarding billing and payments
- Credit Card Reconciliation on daily basis.
- Check and forwarding the BTC invoices to the companies and doing follow-up for the payment collection as per company credit policies
- Prepare and update the Debtor's aging on daily basis
- Doing Credit Meeting with Sales team .
- Preparing of vouchers on day to day basis cash book.
- Manage cash position by reconciling daily operating cash accounts,.
- Process invoices for payment by reviewing invoices for proper authorization, coding and inputting invoices into accounts payable system and printing expense checks for payment.
- Process all employee expense reports.
- Prepared E- Invoices on daily basis as per detail provided by Front office
- Check and verify all Food bills and Room bills and keep in record accordingly.
- Prepared numerous reports for internal Management as per their instruction

Achievements:-

- Employee of the Month award

DECLARATION:

I confirm that the information provided by me is true to the best of my knowledge
And belief.

Date:

(Signature)

Place:

Nitin Kaundal