

CURRICULUM VITE

MANISH KUMAR OJHA

#Thakur Niwas
(Hill Top) Dhali
Inder Nagar
Shimla -171012
Mobile No: 9681412187
[E-mail : mojha2503@gmail.com](mailto:mojha2503@gmail.com)



CAREER OBJECTIVE

A position in a result-oriented organization that seeks an ambitious and career conscious person where acquired skills and education will be utilized towards continued growth and advancement in working concern.

EXPERIENCE SUMMARY—14 Years Working Experience in the field of Accounts, Taxation & Audit's

- Assistant Manager Finance (**Acting Finance Head**) in Radisson Kufri from April 2024 to till date.
- Assistant Manager Finance in Radisson Chandigarh Zirakpur from January 2018 to March 2024.
- Accounts Manager in Ess line Engineers Consultants Pvt. Ltd. From August 2016 to October 2017.
- Senior Executive in Accounting Solutions from September 2009 to July 2016.

WITH RADISSON KUFRI

Duration : January 2018 to till date
Designation : Assistant Manager Finance (**HOD**)

JOB PROFILE

- Checking, Verification & Approval of Invoices of Debtors & Creditors in Financial Accounting Package.
- Working for Finalization of half yearly & Annual Balance Sheet.
- Preparation of Monthly Profit and Loss & MIS report.
- Preparation of Ageing related to collection & Payable from various debtors & Creditors.
- Reconciliation of Debtors, Creditors, Cash Book & Bank Book.
- Verify all OTA'S Bills & Reconciliations.
- Detailed verification & reconciliation of Credit Card & Bank statements.
- Verification of statutory dues & Preparation of all statutory returns like TDS, VAT, P. Tax, PF, ESI & LWF.
- Verify all GST Invoices & Generate E-Invoices.
- Verify & Reconciliation of GSTR-2A & 2B.
- Prepare of GST Returns Monthly & Annually.
- Verify & process monthly payrolls for salaried employees.

ACADEMICQUALIFICATION:

B.COM from Calcutta University.

TECHNICALSKILLS

- Worked on ERP Packages like BOSS Managed by Alif, Opera, Touche, Star, Prism, IMCS, Tally ERP9, Busy, Expert, Expert Share, Ace.
- MS Excel, MS Word, MS Outlook.

PERSONALDETAILS

Date of Birth : 25th March,1992
Present Location : Shimla
Marital Status : Married
Languages Known : Hindi & English

Place: Shimla