**CURRICULUM VITAE**



**NEELAM KUMARI BISHT**

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**Position Applying for:**

**OBJECTIVE:**

High-energy professional with a successful **9+ year’s** background in multi-site management and finance relations. Dedicated and passionate about providing excellent work skills and exceeding organizational goals. Obtain a position of as Accountant for expanding my experience in Financial Field.

# WORK HISTORY

Currently Working with **Della Resorts** (Lonavala, Maharashtra) As a **Asst. Manager Accounts** since 21-Sep- 2021 To Till Date. ***1 year 6Month.***

Worked with **Hotel Country Inn Suits** (Meerut, U.P) As a **Accounts Executive** since 16-Aug- 2017 To 10-Sep- 2021.

***4 Years.***

Worked with **The Rangmahal** (Jaisalmer, Rajasthan) as a **Accounts Executive** since Jun- 2016 To Aug- 2017. **1 Year & 1 Month.**

Worked with **Perfect Creations** (Jodhpur, Rajasthan) as a **Accountant** since June- 2014 To May- 2016. **2 Years & 3 Months.**

Worked with **Johari Digital Healthcare Ltd** (Jodhpur, Rajasthan) as a **Accounts Executive** since Apr- 2013 To May -2014. **1 Year.**

Worked with **Shiva Hospitality Management Under Cairn Energy Pvt. Ltd** (Barmer, Rajasthan) as a **Administrative Executive** since Oct- 2012 To Feb 2013. **4 Months.**

# JOB PROFILE

Prepare asset, liability, and capital account entries by compiling and analyzing account information

Document financial transactions by entering account information

Recommend financial actions by analyzing accounting options

Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports

Substantiate financial transactions by auditing documents

Maintain accounting controls by preparing and recommending policies and procedures

Guide accounting clerical staff by coordinating activities and answering questions

Reconcile financial discrepancies by collecting and analyzing account information

Secure financial information by completing database backups

Verify, allocate, post, and reconcile transactions

Produce error-free accounting reports and present their results

Analyze financial information and summarize financial status

Provide technical support and advice on management

Review and recommend modifications to accounting systems and generally accepted accounting procedures

Participate in financial standards setting and in forecast process

Provide input into department's goal setting process

Provide input into department's goal setting process

Prepare financial statements and produce budget according to schedule

Direct internal and external audits to ensure compliance

Plan, assign, and review staff's work

Support month-end and year-end close process

Develop and document business processes and accounting policies to maintain and strengthen internal controls

Contribute to a strong client relationship through positive interactions with client personnel

Communicate with Manager and/or Director on work status and client issues that arise

# EDUCATIOAL BACKGROUND

2004-2005

10TH Rajasthan Board (Rajasthan, INDIA)

2006-2007

12th Rajasthan Board (Rajasthan, INDIA)

2009-2011

BBA from Kota University (Rajasthan,INIDA)

2012-2014

MBA Finance from Sikkim Manipal University (Rajasthan,INIDA)

**EXTRA COURSES BACKGROUND**

Tally-ERP.9 Six Months.

# SKILLS AND Attitudes

ERP software work knowledge and Computer literate.

Accounting Software: Tally ERP-9, OPTI Pro ERP, IDs Software, Opera.

Other: Corel Draw, Adobe Reader.

Microsoft office package: Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Microsoft Outlook.

Excellent communication skills both Witten and verbal.

Good interpersonal skills which have been an outstanding trait in my job.

Possess a keen sense of willingness to learn and to work sincerely and efficiently.

Possess strong administrative and finance skills.

# PERSONAL INFORMATION

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| --- | --- |
| Gender : | Female |
| Date of Birth : | 18.08.1991 |
| Marital status : | Married |
| Nationality : | India |
| Passport No : | S4053128 |
| Permanent Address : | F/17, Sarvodaya Vihar, Mangalam Morak Kota -326520 |
| Languages : | Excellent English and Hindi. |
| **INTERESTS** : | Long Driving, Socializing with people from different nationalities. |

# Date:………… Neelam Bisht