



kavitthakur@gmail.com



7018128180

EDUCATION

B. Com
Calorx Teachers University,
Ahmedabad

Basic + advance Computer
Diploma

12th
HPBOSE

LANGUAGES

Hindi

English

Punjabi

MARITAL STATUS

Unmarried

DOB 23/08/1994

KAVIT THAKUR

PROFESSIONAL SUMMARY

Assistant Manager Finance & Accounts, promoting more than 7 years of expertise overseeing transactions and reconciling monthly financial reports. Highly collaborative individual with a track record of effectively training and coaching staff members. Offering confidence, team contribution, and decision-making skills. Hands-on experience in monitoring day-to-day transactions and maintaining final accounts in accordance with the various amendments in the tax laws and accounting standards Working knowledge on SAP ERP and Account packages Tally ERP 9.0 and Yatra

SKILLS

- ERP Packages: SAP (ERP)
- Tally, Focus RT 6.0
- Corporate finance
- Financial Reporting
- Budgeting & Forecasting
- Accounts Payable/Receivable
- Payroll Processing
- Regulatory Compliance
- Financial Analysis
- Internal Controls
- Auditing
- Vendor Management
- Strong Analytical Skills
- Excellent Communication Skills
- Proficient in MS Office Suite and Accounting Software
- Advance Excel (vlookup/hlookup)
- SOFT SKILLS
- Creativity
- Dedication
- Interpersonal skills
- Team player
- Hard working

WORK HISTORY

Sep 2023 -Present (Nurpur H.P)

Surya Hospital - Assistant Manager Finance & Accounts

- Oversaw day-to-day financial operations, including accounts payable/receivable, payroll, and financial reporting, ensuring accuracy and compliance with regulatory requirements.
- Played a key role in budget preparation, monitoring, and variance analysis to support decision-making processes and optimize financial performance.
- Implemented internal controls and procedures to enhance financial transparency, mitigate risks, and safeguard assets.
- Collaborated with department heads to develop and monitor departmental budgets, providing financial insights and recommendations to improve efficiency and profitability.

- Conducted financial analysis and prepared management reports to evaluate the financial health of the organization and identify areas for improvement.
- Coordinated audits and ensured timely completion of audit requirements, addressing findings and implementing corrective actions as necessary.
- Managed relationships with vendors, negotiated contracts, and optimized payment terms to minimize costs and maximize value for the organization.
- Supported financial management functions, including accounts payable/receivable, billing, and reconciliations, ensuring accuracy and timeliness of financial transactions.
- Assisted in the preparation of financial statements, reports, and presentations for management and regulatory authorities.
- Conducted financial analysis to assess performance, identify trends, and recommend strategies for improvement.
- Participated in budget preparation, monitoring, and variance analysis to control costs and optimize resource allocation.
- Collaborated with cross-functional teams to streamline processes, improve efficiency, and achieve organizational objectives.
- Assisted in the implementation of accounting software systems and provided training to staff to ensure effective utilization and compliance with accounting standards.

November 2021 - August 2023 (Gurgaon/Bengaluru)

Input Zero Technologies Pvt Ltd - Sr. Finance Executive

- MIS report and ageing Responsible for updating account records and bookkeeping
- Maintain General Ledgers on daily Basis
- Handling Auditor Quarry and resolve Preparing a balance sheet with CA
- Vendor's reconciliation and Preparing vendor's payment Customer's reconciliation and follow up outstanding payment with client GST and TDS, Maintain bank receipt and payment record
- Maintain daily sell report PPT preparing Bank Reconciliation
- Invoice making on SNF portal GSTR verify with Tally and report
- Communicated with clients concerning outstanding payments and arranged for rectification.
- Reconciled and confirmed invoices with payments and purchase orders, verifying details for accuracy and effortlessly handling critical datasets and quantities.
- Adhered to firm reporting deadlines with consistency and strategic task triage.
- Maintained in-depth knowledge of Salesforce, Oracle Peoplesoft, and other billing and tracking software.
- Reported financial progress upon request of CEO and other executive leadership.
- Reviewed debits and credits to rectify deficiencies and investigate nature and appropriateness.
- Produced reports on transactions with metrics for management and shareholders to easily and transparently understand company direction.
- Utilized state-of-the-art accounting tools to record activities and keep up-to-date on taxable transactions.
- Disbursed and processed payables, verifying TDS and GST compliance and

other important documentation.

- Independently made decisions with needs of company at heart, with exceptional trust on behalf of CEO and CFO.
- Meticulously followed policies and laws to protect client data and privacy.
- Analyzed financial statements against forecasts to prepare high-level variance analysis.
- Partnered with IT and operational leadership to develop financial business plans with detailed benchmarks.
- Strategically anticipated long-term business needs by analyzing revenue trends to inform process improvements.
- Introduced software tools and process improvements to mitigate loss and drive operational growth.
- Developed and maintained relationships with customers and suppliers through account development.
- Planned and budgeted accurately to provide business with resources needed to operate smoothly.
- Improved safety procedures to create safe working conditions for workers.
- Assisted in recruiting, hiring and training of team members.
- Reported issues to higher management with great detail.

April 2021 - October 2021 (Delhi)

Integral Designs International Studio Pvt Ltd - Sr. Executive Accountant

- Preparing MIS report and ageing Responsible for updating account records and bookkeeping
- Maintain General Ledgers on daily Basis
- Handling Auditor Quarry and resolve Preparing a balance sheet with CA
- Vendor's reconciliation and Preparing vendor's payment Customer's reconciliation and follow up outstanding payment with client GST and TDS, Maintain bank receipt and payment record
- Maintain daily sell report PPT preparing Bank Reconciliation
- Process Salary Or expenses TDS Reconciliation

March 2017 - January 2021 (Gurgaon)

Executive Accounts LUMAX GROUP - Senior Account Executive

- Verification of day-to-day Verification Vendor Payments Generating Reports, updating Cash book
- Preparation of Bank Reconciliation Statements Petty Cash Management
- Providing information & Support to internal and Statutory Auditors
- Providing Vendor accounts reconciliation as needed
- Monitoring of day-to-day transactions and verification of vouchers
- Maintain TDS Details of Sub Contractors
- Preparation of Bank Reconciliation statements Maintain GL Transactions
- Maintain TDS Details
- Preparation of Liability statements of Contractors & Suppliers etc
- Monitoring of day-to-day transactions and verification of vouchers
- Follow Up on Outstanding debts
- Provide outstanding statements of Debtors

- Prepare daily expenses vouchers and making payment of various bills
- Maintaining daily stock dispatch record in MS- Excel
- Monitor and review accounting and related system reports for accuracy and completeness
- Interacting with statutory auditors regarding audit finalization of accounts
- Prepare Exp PR PO Making Payment Debtor & Creditor, TDS Challan, GST Challan, Reconciliation of party accounts and scrutiny of General ledger, preparation of monthly
- Financials
- Any other task required by the Management as per their requirement
- Preparation of Cash Flow Statement
- Maintaining Daily Financial Reports of various project sites
- Bank Reconciliation
- Prepare Cr
- Voucher & Jv
- Also Recording & Verification of Receipts & Payments Follow Up on Outstanding debts
- Overdue Interest Recovery
- Updating Bank and Cash Book
- Preparing Subcontractors Reconciliation Statements Subcontractors TDS and Internal auditing
- Bills verification & passing
- Ledger wise reconciliation
- Maintaining Project Site Expenditures
- Validate daily reports from various work sites
- Liaison with bankers, suppliers & Sub Contractors.