

Nitish Bhardwaj

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Gain

I studied A Master's degree in Finance, Business, Economics and related field with at least 4 year 6 months of working Experience as a Accountant. Good working knowledge of Excel & PowerPoint. Solid Financial & Business understanding. Good English level. Availability of 6 days a week. Seasoned Accounts Payable Specialist modeled with accuracy and attention to detail. Emphasis in retail, manufacturing and corporate finances, committed to high standards to maximize learning opportunities and gain valuable experience. Efficient and effective Sales representative with over 1 years of experience in Insurance and credit line sales and managing business, professional, and corporate client accounts.

Experience

Maxpro Consulting & services LLP | Gurgaon

Accountant | 06/2024

Responsibilities:

- Managed and maintained accurate financial records for multiple clients, ensuring compliance with accounting standards and regulations.
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements.
- Conducted audits and reviews of financial records to identify discrepancies and recommend corrective actions.
- Assisted in preparing tax returns and ensured timely filing per local and national tax laws.
- Provided financial advice and support to clients, helping them make informed business decisions.
- Collaborated with team members to streamline accounting processes and improve efficiency.

Accomplishments:

- Successfully reduced client tax liabilities through strategic tax planning and optimisation..
- Recognised for outstanding client service, resulting in a 30% increase in client retention rates.
- Led a team in the completion of a major audit project, which was delivered ahead of schedule and under budget.
- Developed and delivered training sessions for junior accountants, enhancing their skills and knowledge.

Audi | Haryana, Gurgaon

Accountant | 12/2021 - 06/2024

- Consistently input daily financial transactions and accounts receivable data to finalize the posting process.
- Perform bookkeeping duties including maintaining data on financial statements, reviewing bank reconciliations, and more
- Confirm that books are reconciled with bank statements and prepare all month-end dealership accounting reports
- Make sure accounts receivable/ accounts payable are processed promptly and properly
- Oversee automotive group payroll, so employees receive prompt payment
- Managing the company's petty cash flow
- Auditing and verification of documents.
- Knowledge of GST ACCOUNTING & TDS/TCS.

Bhavana Diagnostic center | Uttar Pradesh, Mathura

Junior Accountant | 12/2018 - 03/2021

- Update accounts receivable and issue invoices
- Act as backup accounts payable
- Reconcile ledgers monthly and quarterly
- Month-end and year-end closing
- Work under the supervision of a Senior Accountant
- Assist in completing audits
- Generate reports of financial status information
- Calculate payroll taxes

Education

G.L. Bajaj Group of Institutions, Mathura | Mathura

Master's Of Business Administration | 06/2021

Achievement: Led a team in analyzing and presenting a comprehensive financial restructuring plan for a Fortune 500 company during a case competition.

Leadership Role: Took charge of a team consisting of fellow MBA finance students, overseeing project management, delegating tasks, and ensuring timely completion of deliverables.

Financial Analysis: Conducted in-depth financial analysis of the company's current financial position, including balance sheet, income statement, and cash flow statement analysis.

Strategic Planning: Developed a strategic financial restructuring plan aimed at improving the company's financial performance and addressing any existing challenges or inefficiencies.

Presentation Skills: Prepared and delivered a professional and persuasive presentation to a panel of judges, effectively communicating the team's analysis, recommendations, and rationale.

Recognition and Commendation: Received recognition as finalists in the competition and commendation from industry professionals for the quality of the financial analysis, strategic recommendations, and presentation delivery.

Rajiv Academy for Technology and Management | Mathura

Bachelor's Of Business Administration | 06/2018

During Graduation I Scored 70 %

Achievement: Spearheaded a market research project as part of a team during an internship, resulting in actionable insights and recommendations for a local startup.

Team Leadership: Took the initiative to lead a team of interns in conducting market research, coordinating tasks, and ensuring project milestones were met within deadlines.

Market Analysis: Utilized various research methodologies to gather data on market trends, customer preferences, competitor analysis, and industry benchmarks.

Data Interpretation: Analyzed collected data using statistical tools and qualitative analysis techniques to derive meaningful insights into consumer behavior and market dynamics.

Strategic Recommendations: Formulated strategic recommendations based on research findings to assist the startup in refining its product offerings, pricing strategy, and market positioning.

Presentation and Communication: Presented findings and recommendations to the startup's management team in a clear, concise, and engaging manner, highlighting key insights and actionable steps.

Impact and Recognition: The project's recommendations were implemented by the startup, resulting in improved customer engagement, increased sales, and positive feedback from stakeholders.

Skills

Microsoft office, Computer skills, Communication skills, Analysis skills, Account reconciliation, Accounts payable, Organizational skills, Financial analysis, Data entry, Accounting, Accounting software, SAP ERP, Tally ERP 7.2, Tally ERP 9, Tally Prime Gold

DOB/POB

30th March 1998 In Mathura

Languages

Hindi, English