

Resume

Name: Sujit Jagannath Wagh
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➤ WORK EXPERIENCE

1. Office Name -CA H.R. Tatiya & Company, Nashik.

Post -Accountant & Project Report Head as Associate (1 year 6 Months)

- GST Registration & Returns Filed Returns (GSTR -7, GSTR 1).
- TDS Working (tax deduct at source) Working and Filed Returns.
- Income tax return filed (salary, other source, house property)
- Client handling
- Prepared DSC (digital signature certificate) for clients and company use.
- Prepared subsidy project reports under NHB (National Horticulture Board) and NHM (National Horticulture Mission) schemes.

2. Office Name Bona Sera Hotel Ltd. (Waterfront Show) Lavasa City (Pune)

Post – Account & Admin (Accounts Receivable and Accounts Payable) (1Year) April 2023 to April 2024

- Prepared Daily MIS Report (Room Occupancy & Revenue Report)
- Prepared Daily Receipt & Payment Report.
- Cash Book Making and Daily Cash Deposited into Bank
- Revenue Report Working, Monthly Vendor Payment etc. work)

3. Office Name: Sula Vineyard Ltd. Group (Artisan Spirits Private

Limited) Post – Resort Accounts Head (5 months) May 2024 to Sept-2024

- Prepared Daily Sales Reports (DSR) and managed GST-related calculations and compliance
- Reconciliation daily fund management across front office, restaurant, and outlet cash operations
- Daily reconciliation with travel partners including MakeMyTrip (MMT) and processed billing
- Followed up on event payments, ensured timely collections, and issued invoices
- Monitored revenue streams and ensured accurate financial reporting

4. Office Name: Radisson Blu Hotel & Spa. In Nashik. Post – Accounts Receivable & Cashier)1Year 3 month/D

- Managed bank collection entries and performed bank reconciliation on a regular basis and Settled invoice.
- Credit card reconciliation and ensured accurate tracking of transactions settled invoice.
- Monitored accounts receivable, followed up on debtors aging, and ensured timely payment recovery
- cash collections from all departments, ensured proper bank deposits, and performed reconciliation
- Assisted in statutory compliance, including preparation and working for GST and TDS
- Daily Revenue Report preparation.
- Every month end closing.

➤ EDUCATIONAL QUALIFICATION

Qualification	Year	School /University Name	Percentage	Remark
Master in Commerce (M.COM)	April-2023	Savitribai Phule Pune University	81%	First class with distinction
Bachelor in Commerce (B.COM)	April-2021	Savitribai Phule Pune University	72.83 %	First class with distinction
H.S.C (Commerce)	April-2018	Maharashtra State Board	67.54%	First class
S.S.C	MAR-2016	Maharashtra State Board	73%	First class with distinction

➤ TECHNICAL SKILLS

- MS Excel (VLOOKUP, Pivot Table, & Basic Data Analysis)
- Oracle, IDS, Opera PMS
- Tally Prime
- MS Office (Word, Power point, Outlook)

➤ SOFT SKILLS

- Team Management
- Leadership with hardworking,
- Decision Maker & Co-Ordination
- Risk Management

➤ HOBBIES

- Best Play (Drama) Acting, Listening soft music, Traveling And photography

➤ PERSONAL INFORMATION

- Date of Birth : 16th Jan 2000
- Marital Status : Unmarried
- Nationality : Indian
- Gender : Male
- Home Address : Janori, Near Nashik Airport, Nashik-422207
- Languages Known : English, Hindi & Marathi

➤ OBJECTIVE:

Finance Accounts Receivable Executive with 3 years of experience in driving financial operations, optimizing capital management, and maximizing profitability. Proven ability to design and implement effective financial strategies, streamline processes, and enhance reporting capabilities. Adept at fostering collaborative relationships with key stakeholders to support strategic decision-making. Skilled in financial analysis, budgeting, and forecasting, with a strong focus on achieving organizational goals and driving business growth.

Date: -

Place: -

(Sujit Wagh)