**CURRICULUM VITAE**

**NITESH RAMESH YADAV**

**Contact No.:9664857997**

**E-Mail:** [**nitesh111290@gmail.com**](mailto:nitesh111290@gmail.com)

**Aspiring assignments in Measures financial and operational performance viz, Sales forecasting, budget models and management reports.**

**PROFILE SUMMARY**

* Offering over 2 years’ of experience in the domain of Finance & Sales Accounts.
* Hands on Experience in Cash Flow and Letter of Credit.
* Adept at managing day to day finance & Sales related activities in co-ordination with internal/external departments for smooth Sales reports
* Knowledge in handling audit related matters.

**CORE COMPETENCIES**

* Maintaining the Financial system used to actual data, track plan, and forecast on monthly basis
* Using Spreadsheet and MS PowerPoint to analyze financial data, spot trends, and develop forecast
* Measures financial and operational performance viz, Sales forecasting, budget models and management reports.
* Providing senior management and discuss with analyses and reports that supporting long term/short term Sales planning.
* Investigating and understanding key finance related issues behind the numbers and providing clear, concise and timely analysis & recommendations viz, reporting, forecasting & building for contacts.

**EMPLOYMENT DETAILS**

**09th July-2012 –29th September 2015 with Mudra Lifestyle Ltd, Mumbai as Sales Executive & Cashier.**

**Role:**

* Preparing Daily Sales Collection and Expenses Reports on the basis of bank statement.
* Preparing Monthly trend analysis reports of Sales and Collection and Expenses.
* Preparing Daily Cash Flow on the basis of bank statement.
* Issuing Letter of Credits L/C for the company and maintain daily status reports of the same.
* Complete work of L/C from issuing till closer of L/C.
* Follow up with the bank for Letter of Credit related issues of payment acceptance and L/C issuing
* Playing role of Cashier and looking after company daily expenses from Feb 2014 till date.
* Helping hand for auditors in providing the financial & Sales reports.

**CURRENT EMPLOYMENT DETAILS**

**20th January 2015 – Till Date with Jet Airways India Ltd, Mumbai in Payroll –Finance Dept.**

**Role:**

* **Jet Airways & Jet Lite Salaries monthly**
* Process Full n Final Settlement of Resigned Staff.
* Salary Payable Reconciliation
* Staff Medical & Domiciliary Medical Reimbursement for all Jet Airways & Jetlite Staff
* Reconciliation of Medical Reimbursement.
* Salary Advance & Advance Against Expense Interim Account Upload & Clearing
* Other day to day Payroll Routine work.
* Transfer of Staff Salary to 9 different banks.
* Prepare Salary Transfer Letters for 9 different Banks & book in SAP bank wise.
* Account No update / change for Salary Transfer

**EDUCATION**

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| --- | --- | --- | --- |
| **Degree** | **Year** | **University** | **Percentage** |
| **SSC** | **March 2006** | **Maharashtra Board** | **50.40%** |
| **HSC** | **Feb 2008** | **Maharashtra Board** | **69.50%** |
| **TYBMS Sem V & VI** | **2012** | **University of Mumbai** | **60.83% & 60.51%** |

**IT SKILLS**

* **Flair with MS Office, Tally and Internet Applications.**

**EXTRA CURRICURAL ACTIVITES**

* **Participated in Synergy Event of Management activities and programs in Third Year of Management Studies (TYBMS)**

**INTEREST**

* **Playing Acoustic and Bass Guitar**
* **Listening to music**
* **Cricket**

**PERSONAL DETAILS**

**Date of Birth: 11th December 1990**

**Address C-13-X/ 11, P&T Colony ,Sahar Road, Andheri East Mumbai-400099**

**Marital Status Single**

**Language English Hindi Marathi**