



PROFILE SUMMARY

Dedicated - detail oriented Accountant with 15 yrs Experience which includes 8 yrs in Hospitality Industry & 6 yrs In Manufacturing Industries. Proven Track record of improving financial process and enhancing the accuracy of financial reporting. A strong problem solver with commitment to maintaining highest level of compliance

PERSONAL INFORMATION

Contact Number:
+ 91 966 300 7190
+91 948 049 7860

E-mail id:
snlohar567@gmail.com

Address:-
No. 567, Khanapur Road,
Mahaveer Nagar, Udyambag,
Belgaum – 590 008, KARNATAKA
INDIA.

Date of Birth : 18th June 1981
Father Name : Narayan Lohar
Nationality : INDIAN
Gender : Male
Passport No. : **S2335055**
Valid Upto : 15th May 2028.
Marital status : Married
Language : English, Hindi,
Known : Kannada & Marathi.

FIELD OF INTEREST

- Finance & Accounts
- Hospitality Industries.
- Cashier & Store keeper.
- Computer Operators
- HR Department.
- Data Entry Operator

SANJAY LOHAR

Accountant / Accounts Assistant /
Cashier / Tally Operator

15 yrs Experience in Accounts & Finance, includes 8 yrs In
Hospitality Industry & 7 yrs In Manufacturing Industry.

PROFESSIONAL EXPERIENCE

11th April-22 to March-23

Accountant

Company Name: Patted's Fertility & Research Centre. Belgaum, India.

- Maintaining Clinic & Doctors Accounts in Tally Prime.
- Bank Reconciliations, Vendors & Suppliers Ledgers Reconciliation.
- Maintaining Clinic Cash Receipts, Reconciliation of receipts with front office executive and depositing cash in the Bank.
- Payment of TDS, PF, Professional & Advance Income tax.
- Interacting with Chartered Accountant for Audit and solve the queries raised by the Auditor.
- Closing the financial year after discussion with management.

November 2014 till March 2022.

Accountant

**Company Name: SWAPNAGANDHA RESORTS PVT LTD & WILDERNEST
NATURE RESORTS**

Belgaum, Karnataka India.

- Working on GST accounting procedures & Filing of GST returns and compiling sales and purchases as per GST Norms. Bank Reconciliation, handling accounts from Initial Voucher entry and upto final entries of Accounts
- Maintaining Books of Account in Tally Accounting Software. Reservation Software for Calculation of quest Invoice Receipts
- Bank Reconciliations, Vendors & Suppliers Ledgers Reconciliation.
- Maintaining Resorts Cash Receipts, Reconciliation of receipts with front office executive and depositing cash in the Bank.
- Payment of TDS, PF, Professional Tax.
- Visiting Government office for attending queries raised by GST and labor officers.
- Quarterly Site visit for Verification of Accounts at Resort, quest check in and checkout records.
- Physical verification of Cash, Stocks and attending staff queries for their problems and same bring it into the notice of management for further action.
- Preparing Salary sheet, P.F & Professional Tax.
- Handling Correspondence Independently.
- Online Tender Bidding & Handling Online Banking Transactions.
- Interacting with Chartered Accountant for Audit and solve the queries raised by the Auditor. Closing the financial year after discussion with management.
- Handling Day to day Banking work. (Cheque Deposit, Withdraw, DD Purchase etc)
- Cash Handling, Petty Cash etc.

November 2004 to March 2008 & April 2009 to October 2012

Accounts Assistant / Computer Operator / Marketing Asst.

Company Name: HYDROPACK (INDIA) PVT LTD., Belgaum, Karnataka India.

- Handling Correspondence Independently
- Handle Data Entry. Online & Offline.
- Typing Documents, procurement of forms, Scanning & Mailing.
- Surfing Domain, collecting information, sending mails, follow-up of mails, etc.
- Handling Day to day Banking work. (Cheque Deposit, Withdraw, DD Purchase etc)
- Checking Mails, Mass Mailing, Uploading Downloading Contents.
- Store Inward, Voucher Entry, and Passing Invoice for further process.
- Maintaining Inward & Out Record of Correspondence.
- Online Tender Bidding & Handling Online Banking Transactions

SKILLS

- Packages MS. OFFICE
- TALLY ERP & PRIME
- Photoshop
- Customised ERP operating.
- Communication.
- Problem Solving
- Attention to Detail
- Time Management
- Financial Reporting
- Auditing & Compliance.

CAREER OBJETIVE

To constantly study, update the skills in the latest technologies and Work in a challenging and dynamic environment, to keep adding Value to self and simultaneously contribute to the Growth and Success of Organization

August 2002 to September 2004

Computer Operator

Company Name: Kunal Associates (Sales Tax & Income Tax Consultants.)

Belgaum, Karnataka India.

- Maintaining multiple companies accounts In Tally.
- Data Entry
- Preparation of Trial Balance.
- Accounts finalization and preparation of Sales Tax Returns.

EDUCATION

Course	Board	School/College	CGPA/ %	Year
PUC II Commerce	Bangalore	M. V. Herwadkar P.U. College, Belgaum	50.66	1999
Typing Speed Course 30wpm	Bangalore	Dinesh Institute of Commerce, Belgaum	90.00	1998
Computer Course	Belgaum	Good Luck Computers, Belgaum.	A+	2004
Import Export Workshop	Pune	Nishant Publication, Pune	One Day workshop Training	2015

PERSONAL ASSESTS

- A good team player with an ability to fit into any team & to aim for perfection.
- Leadership abilities.
- Hard working, Optimistic, Punctual, Consistent Performer, Self-confidant & Determined.
- Communication and Interpersonal skills
- Fast learner with grasp of situation.
- Ability to work under pressure.
- Give Importance to Systematic Documentation and Records Maintaining.

REFERENCE

Available upon Request

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I am also confident of my ability to work in a team.

Place: Belgaum, INDIA.
Date: 25-12-2024

SANJAY LOHAR