



Gaurav Sharma

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Skills :

- Financial Analysis
- Financial Planning and Strategy
- Manage and Balance Budgets
- Resilience
- Data Focused
- Attention to Details
- Tech Savvy
- People management and team building

An analytical and experienced Finance Professional with more than 18+ years of experience leading a broad range of Finance responsibilities.

Experiences

Group Finance Manager(Head)

March 2023 till Date

AAA Hotels and Resorts, Maldives

(Operational - Medhufushi, Filitheyo, Hondafushi and Bathala Resort)
(Ongoing Projects - Kudamuraidhoo, Dholiyadhoo Island)

Responsibilities:

- Effectively manage and communicate cash flow related issues, as required to management and ownership.
- Coordinate the completion of all forecasts and budgets as required, with the full and active participation of the Executive Team and department managers.
- Analyze financial data and operations to assist and advise management in maintaining the hotels' financial objectives.
- Ensure that all balance sheet accounts are reconciled on a timely basis.
- Establish and continually audit all internal financial controls including purchasing, cash handling, disbursements, credit extension, inventories, assets, master keys, payroll, and records.
- Direct and/or prepare all financial reports in accordance with the company's requirements meeting various due dates and deadlines.
- Ensure All compliance on all regulatory licenses and permits, leases, contracts, legal agreements, and the proper execution of all operational taxes.
- Budget and Forecast.
- Financial Risk Analysis.
- Project Management.
- Control costs and maximize profit.
- Outline potential Business risks.
- Explore new revenue opportunities.

Corporate Financial Controller

May 2022 Mar 2023

Southern Grand Hotels Pvt. Lt, – New Delhi, India

(Operational - Delhi, Vijayawada, Jaipur, Kashi)

Responsibilities:

- Prepare and ensure that the Group and Individual MIS gives a fair reflection of the Profit & Loss for the period.
- Prepare and ensure that the Group and Individual Balance Sheet is a fair reflection of the assets and liabilities of the Organization.
- Effectively manage and communicate cash flow related issues, as required to management and ownership.
- Coordinate the completion of all forecasts and budgets as required, with the full and active participation of the Executive Team and department managers.
- Analyze financial data and operations to assist and advise management in maintaining the hotels' financial objectives.
- Budget & Forecasting.
- Balance Sheet.
- Ensure the safeguarding of the hotel's assets in the interests of the Operator, Owner & Stakeholders.

Technical Skills :

- Tally ERP
- Opera
- IDS
- Sun Accounting
- MICROS
- POS
- LUCID
- Prolific
- Sage Accpac
- QuickBooks
- Djubo (Cloud)
- Ezee (Cloud)
- Open Hotelier (Cloud)
- Intranet
- Internet & E-Commerce
- Microsoft Office

Languages :

- Hindi - Native
- English - Proficient

General Manager Finance & Accounts

May 2019 till Mar 2022

JetSetGo Aviation Services Pvt. Ltd.

Responsibilities:

- Ensuring MIS & forecasting the P&L every fortnight.
- Liaison with Internal and External Auditors
- Ensuring Daily MIS reports is shared to Stakeholders and Owners.
- Ensuring Daily P&L statement gives accurate reflection of Business.
- Handling Direct and Indirect Taxes
- Finalization of monthly MIS and present with EBITDA to the management
- Finalization of Financial Year Closing.

Corporate Financial Controller

Oct 2017 Oct 2018

Southern Grand Hotels Pvt. Lt, – New Delhi, India

(Operational - Delhi, Vijayawada, Jaipur)

Responsibilities:

- Prepare and ensure that the Group and Individual MIS gives a fair reflection of the Profit & Loss for the period.
- Prepare and ensure that the Group and Individual Balance Sheet is a fair reflection of the assets and liabilities of the Organization.
- Budget & Forecasting.
- Capex and Opex for Pre-Opening Properties.
- Balance Sheet.
- Ensure the safeguarding of the hotel's assets in the interests of the Operator, Owner & Stakeholders.

Financial Controller – (Corporate)

May 2015 Aug 2017

Well worth Group of Hotels, Tanzania, East Africa

Responsibilities:

- Develop and execute the strategy, policies, and procedures in alignment with the organizational/ functional objectives.
- Prepare and ensure that the Group and Individual MIS gives a fair reflection of the Profit & Loss for the period.
- Prepare and ensure that the Group and Individual Balance Sheet is a fair reflection of the assets and liabilities of the Organization.
- Maintain control over the hotel's assets.
- Develop financial / risk impact analysis in coordination with Treasury, Risk Management and Business Continuity Management (BCM).
- Creating Cost Control measures.
- Coordinate and prepare the Organization annual budget and oversight over budgets.
- Financial Risk Analysis.
- Project Management.

Education Qualifications :

- Higher Secondary - 2001
- Senior Secondary - 1999
- Bachelor of Commerce - 2006

Professional Qualifications :

- MBA Finance - 2016
- Advance Diploma in Software Technology : 2003

Financial Controller

Apr2013 till Mar2015

Country Inn & Suites by Carlson, Satbari, Delhi; India

Responsibilities:

- Preparing P&L report.
- Preparing all necessary MIS reports.
- Making Budget & Forecasting.
- Ensuring Finalization of Books (Balance Sheet)
- Internal and External Auditors.
- Manage the provision of a meaningful and timely first level analysis of daily results to help explain Business Unit financial performance, assist in subsequent identification of root cause, and recommend solutions.
- Ensure the safeguarding of hotel's assets in the interests of Owner & Stakeholders for providing continuous and efficient service to the guest.
- Developing status reports / performance updates for both immediate line management (Within the Unit) and for key stakeholders.
- Ensure reporting is accurate, clear and meets the needs of the Owners & Stakeholder. Manage key relationships directly - both Owner and Stakeholder in an agreed and structured manner.
- Ensure that the Purchasing section is thoroughly familiar with the market and obtain best possible bids on purchases to control or lower operating expenses.
- Ensuring Daily MIS reports is shared to Corporate and Owners.
- Ensuring Daily DSR is shared to Corporate and Owners.
- Handling Direct and Indirect Taxes
- Finalization of monthly MIS and present for FRM
- Finalization of Financial Year Closing.

Manager Finance & Accounts

Sep2012Apr2013

Hyphen Grand Hotels Pvt. Lt, India

(Operational -Haridwar, Meerut, Noida, Jaipur, Uttarakhand)

Responsibilities:

- Maintaining Books of Accounts of 3 Units of Hyphen Hotels "Haridwar, Meerut and Noida".
- Maintaining F&B Standards at all 3 Units.
- Preparing P&L report.
- Preparing all necessary MIS reports.
- Prepare and ensure that the Group and Individual MIS gives a fair reflection of the Profit & Loss for the period.
- Prepare and ensure that the Group and Individual Balance Sheet is a fair reflection of the assets and liabilities of the Organization.
- Budget & Forecasting.
- Capex and Opex for Pre-Opening Properties.
- Balance Sheet.
- Ensure the safeguarding of hotel's assets in the interests of the Operator, Owner & Stakeholders.
- Monitors inventory results and takes appropriate action if necessary.
- To prepare monthly tax report i.e., Value Added Tax Monthly Tax Return, Income Tax Return, and Personal Income Tax. Also, Corporate Income Tax

Personal Information :

- Passport Number : U6108028
- Father's Name : Mr. O.P. Sharma
- Date of Birth : 27th Dec 1983
- Nationality : Indian
- Marital Status : Married

Assistant Manager Finance

Jan2012 till Aug 2012

Park Inn, Gurgaon, India

Responsibilities:

- Preparing P&L report.
- Preparing all necessary MIS reports.
- Making Budget & Forecasting.
- Ensure all necessary accounts statements are prepared and forwarded to all concerned on time.
- Ensuring all F&B related generated and reported on time for smooth Operations.
- Participating in Sales Calls for better revenue generation.
- Ensure the safeguarding of hotel's assets in the interests of Owner and General Manager for providing continuous and efficient service to the guest.
- Ensure that the Purchasing section is thoroughly familiar with the market and obtain best possible bids on purchases to control or lower operating expenses.
- Ensure that all required coverage of all insurances policies of the hotel are in effect as well as all necessary licenses is renewed according to the government regulations.
- Maintaining records for month end journals and reconciliations.
- To prepare monthly tax report i.e., Value Added Tax Monthly Tax Return, Income Tax Return, and Personal Income Tax. Also Corporate Income Tax.
- Supervising all the departments i.e. Payable, Receivable, Stores, Purchase, Operations etc.
- Performing as Manager on Duty (MOD) on regular intervals to control & run Hotel Operations smoothly.

Finance Coordinator

Aug2006May2010

ITC Maurya & Port Lounge Unit (New Delhi)**Responsibilities:**

- Preparing the statements of the parties as required and maintaining the books of debtors.
- Ensuring all debtors journal vouchers are kept numerically in debtor's ledger after being duly posted.
- Reviews daily the "High Account Listing" to ensure that balances do not exceed the credit limit as established and takes appropriate actions.
- Preparing the Ageing analysis.
- Follow up with the debtors for payments and passing a journal to allocate payments of the parties.
- Organizing monthly credit meeting to review all outstanding accounts.
- Dealing with all queries raised by debtors and resolving the issues within two working days.
- Reporting to the financial controller all matters affecting credit and collection such as delinquent accounts and accounts over 90 days old.