

Manish Sharma

Audit Executive

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To associate with an organization, which gives me a challenging position where I can apply my knowledge, acquire new skills and work hard closely with a team of highly experienced professionals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Work Experience

Audit Executive

Sep 2024 - Present

Ramee Group of Hotels | Dubai, UAE

- Cultivated mutually beneficial relationships with clients and company financial officers to facilitate improved business operations.
- Ensured timely completion of all assigned engagements while maintaining high-quality deliverables throughout the process.
- Managed a diverse team of auditors, fostering collaboration and maintaining a high level of productivity.
- Reviewed daily reports from various departments to identify operational issues and develop solutions in a timely manner.
- Resolved billing discrepancies swiftly and accurately, ensuring timely payments while avoiding potential conflicts with guests.
- Streamlined auditing procedures for increased efficiency in the finance department.
- Managed daily audit activities which resulted in timely completion of tasks.

Accounts Assistant Manager & Operations Manager

Jan 2024 - Aug 2024

Concept Hospitality The Beacon Hotel | Visakhapatnam, Andhra Pradesh, India

- Reviewed journal entries and general ledger postings to ensure accuracy.
- Performed monthly analysis of financial statements, ensuring accuracy and completeness.
- Assisted with the preparation of budgets, forecasts, and other financial reports.
- Generated monthly Financial reports for management review.
- Prepared P&L reports and financial statements for review by management.
- Coordinated with other departments including sales, marketing, Finance, human resources. to ensure proficiency in operations.
- Established effective relationships with vendors to negotiate pricing and secure materials needed for production.
- Developed and implemented operational procedures to ensure quality standards.
- Conducted regular reviews of existing policies and procedures for continuous improvement opportunities.
- Collaborated with management team on long-term strategic planning initiatives for the organization.
- Managed relationships with external auditors during the annual audit process, ensuring a timely completion of the review without significant findings or adjustments.
- Managed customer accounts and handled purchasing, sales, and marketing to increase service and efficiency
- Collaborated with other departments to ensure accurate reporting of intercompany transactions.
- Established effective relationships with vendors to negotiate pricing and secure materials needed for production.

Accounts Executive

Aug 2021 - Jan 2024

Tulasi Hospitality LLP | Hyderabad, Telangana, India

- Provided total account management for assigned accounts and responsible for accounting.
- Performed month-end closing activities such as journal entries, accruals, reconciliations.

- Preparing of monthly Cash Flow statement and Daily Accounts Receivable data, Prepare and process electronic transfers and payments.
- Maintained good relationship with the vendors and managed payments cycle and was responsible for managing franchise store.
- Maintained accurate records of invoices, purchase orders, and other financial documents.
- Created detailed reports on aging payables, vendor payments, cash disbursements.
- Identified opportunities to improve internal processes and procedures related to accounting.
- Monitored credit limits for customers and maintained detailed records of payments received.
- Managed vendor relationships by ensuring timely payments and resolving disputes.
- Assisted with payroll processing by entering employee hours into the system.
- Developed procedures for more client work flow in accounting department.

Accounts Executive

Apr 2019 - Jan 2020

SVS Institute of Neurosciences | Hyderabad, Telangana, India

- Reviewed daily cash activity reports to ensure accuracy of information.
- Performed account reconciliations, including bank reconciliations.
- Worked closely with other departments to ensure accurate recording of transactions.
- Assisted with year-end audit processes, including preparing schedules as requested by auditors.
- Provided support for accounts payable and receivable functions, including invoice processing and payment posting.
- Maintained general ledger accounts and conducted routine entries and reconciliations.
- Coordinated timely payments from vendors, clients, and account holders.
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Prepared monthly and quarterly financial statements for review by senior management.

Core Skills

Organizational Management, Accounts Reconciliation, Accounts Receivable, Administration, Accounts Payable, Work Flow Management, Cash flow management , Night Audit

Education

Osmania University

Nov 2019 - Jan 2020

Bachelor of Commerce Finance

GPA 8.09

Languages

English (*fluent*), **Hindi** (*fluent*), **Telugu** (*fluent*)

Certificates

Interests

Investing , Trading , Travelling