



समर्थेय जर्वे
भारत सरकार



आधार

भारत सरकार
Government of India

भारतीय विशिष्ट ओळख प्राधिकरण
Unique Identification Authority of India

नोंदणी क्रमांक: / Enrolment No.: 1190/10136/18172

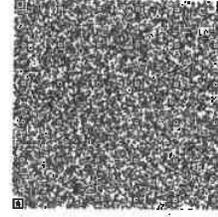
Download Date: 23/07/2021

To
वीरेंद्र कोरगाप्पा कोटीयन
Veerendra Koragappa Kotian
S/O Koragappa Kotian
B- 302, Shri Vignaharta Co Op Housing Society
Plot No 35, 36, 44, 45
Sector 50, Seawoods, Nerul West, Pin Code 400706
Near Seawoods Hospital
Navi Mumbai
Thane Maharashtra - 400615
9892059185

Issue Date: 09/09/2011

Signature valid

Digital Signature
UNIQUE IDENTIFICATION
AUTHORITY OF INDIA DE
Date: 2021/07/23 17:54:02
981



आपला आधार क्रमांक / Your Aadhaar No. :

9180 7447 7171

VID : 9135 0417 9349 9936

माझे आधार, माझी ओळख



भारत सरकार
Government of India



आधार

Download Date: 23/07/2021



वीरेंद्र कोरगाप्पा कोटीयन
Veerendra Koragappa Kotian
जन्म तारीख/DOB: 25/06/1975
पुरुष/ MALE

Issue Date: 09/09/2011

9180 7447 7171

VID : 9135 0417 9349 9936

माझे आधार, माझी ओळख

आयकर विभाग
INCOME TAX DEPARTMENT



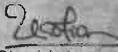
भारत सरकार
GOVT. OF INDIA

VEERENDRA K KOTIAN
KORAGAPPA PADMA KOTIAN

25/06/1975

Permanent Account Number

APHPK7811H


Signature



07th February, 2026

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Veerendra Kotian** was employed with Aurika, Mumbai Skycity from 01st October, 2023 to 07th February, 2026.

Before joining Aurika, Veerendra was associated with Lemon Tree Premier, Mumbai, Maharashtra from 20th September, 2019 till 30th September, 2023 as Deputy Manager Finance.

On the date of leaving at Aurika, his designation was Deputy Manager Finance.

He has resigned from the services due to personal reasons.

We wish him all the best for future endeavors.

For Aurika, Mumbai Skycity



Varsha Singh
Associate Director – Human Resources

CC Personal File

Aurika, Mumbai Skycity

NS C-04, CTS No. 145 A, Skycity, Sahar Road, Mumbai, Maharashtra – 400099, India

T +91 22 69436000 | E contact.amb1@lemontreehotels.com

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Regd. office: Asset No. 6, Aerocity Hospitality District, New Delhi – 110037, India

Central Reservations: +91 9911701701 | www.aurikahotels.com


ITC HOTEL
RESPONSIBLE LUXURY

ITC MARATHA
MUMBAI

THE
LUXURY
COLLECTION

HR/MEMO/013640

September 20, 2019

Experience Certificate

This is to certify that Mr. Veerendra Kotian was working with ITC Maratha from 17th December, 2015 to 19th September, 2019 as Executive in Finance Department. His last working day with ITC Maratha was 19th September, 2019.

Mr. Veerendra Kotian has resigned the organization on his own accord – for better prospects.

We wish him all the very best for his future endeavours.


Dhananjay Kulkarni
Human Resources Manager



Enduring Value

SAHAR, ANDHERI (E), MUMBAI 400 099, MAHARASHTRA, INDIA

T 91 22 2830 3030 - F 91 22 2830 3131

REGISTERED OFFICE: ITC LIMITED, VIRGINIA HOUSE, 37 J.L. NEHRU ROAD, KOLKATA 700 071, WEST BENGAL, INDIA

CORPORATE IDENTITY NUMBER: L16005WB1910PLC001985 VISIT US AT WWW.ITCPORTAL.COM

ITCHOTELS.IN/ITCMARATHA
LUXURYCOLLECTION.COM/ITCMARATHA

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VEERENDRA K. KOTIAN

✉: R.No. 302, B-Wing, Shri Vignaharta CHS, Sector -50, Seawood (W) Navi Mumbai- 400706

☎: +09892059185; ✉: veerendra.kotian@gmail.com

Application for the post of Credit Manager

FINANROFESSIONAL

PROFILE & STRENGTHS

- ◆ Competent, diligent & result oriented professional, offering experience across **Accounts & Financial Management, Taxation, Accounts Payables, Accounts Receivables, Credit Control Operations, Budgeting, GST** currently heading as ITC Maratha Sahar as **Executive Finance**.
- ◆ Offering experience across **Accounts & Financial Management, Taxation, Accounts Payables, Accounts Receivables, Credit Control Operations, Purchase Negotiations, Budgeting, MIS** and heading in **Four Seasons Hotel Mumbai** as **Assistant Manager – Finance**.
- ◆ Dexterity in formulating and implementing **Finance & Accounting Policies/Procedures** and adherence to **Statutory Compliances** with the ability to relate theory with practice; thorough exposure across handling taxation matters related to **GST, Luxury Tax, VAT, TDS, WCT and Service Tax etc.**
- ◆ Adept at formulating & implementing strategies to track flaws, and drawing inputs to realign tactics/strategies to streamline the proper functioning; proven expertise in handling **Accounts Payable, P&L account, MIS, Bank Reconciliation, General Cashier, Foreign Payments, Month End Comments, Accruals** etc.
- ◆ Pivotal in assessing changing Corporate Environs with an insight into the domains of **Bank Reconciliation** and **Audits**; capable of establishing new milestones through evolved **Internal Control Processes**.
- ◆ Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks; resilient with a high level of personal integrity and energy experience.

Core Competencies

- ◆Accounts & Financial Management ◆A/P & A/R ◆ Taxation ◆Credit Control Operations ◆ Budgeting ◆ Cash Management ◆
- ◆Purchase Negotiations ◆ Auditing ◆ MIS ◆Liaison & Coordination ◆ Strong Interpersonal Skills ◆ Coordination ◆

Key Accomplishments:

- ◆ Independently looked after overall operations of the Night Audit Section including daily reconciliation of the Sales and Allowances on daily basis.
- ◆ Successfully formulated and maintained the transaction records of the Travel Agents and various other companies on monthly basis; also communicated the commission statement to them.
- ◆ Efficiently developed Monthly Room & Food Analysis Report and Corporate Report & Telephone Analysis Report.
- ◆ Expertise in handling matters pertaining to Sheraton Fees, Starwood Preferred Guest and Frequent Flier Programme Audit.
- ◆ Judiciously carried out detailed Market survey on monthly basis and projected the same on the comparative statement.
- ◆ Instrumental in updating the Unit Financial Controller regarding the Purchase Contract Rate and related reports.
- ◆ Deftly reconciled the monthly inventory for food, beverage & tobacco as an allied responsibility in case of the absence of the on-duty person.

Aurika Mumbai Skycity – Luxury by Lemontree Hotels Ltd

Oct'23 to till date

Lemontree Premier Mumbai

Oct'2019 – to Sept23

Deputy Finance Manager

Currently Handling Night Audit, Income Accounts, Credit, GST, Accounts Payable, Cashier, Month End Closing

- ◆ Handling Night Audit Functions and check list.
- ◆ Developed and maintained healthy Income Audit functions and reporting.
- ◆ Ensured effective control of Accounts receivables and generating debtors report for the management and liaised with banks for collections.
- ◆ Over view of Accounts Payables functions
- ◆ Preparing GSTR Working and returns.

ITC LTD - MARATHA

Jan 2016 – Sept'2019

Executive – Finance

Currently handling Income, Credit, Taxes, Accounts Payable and Month end closing, Cashier, GST etc

- ◆ Night Audit Functions
- ◆ Controlling Income Account
- ◆ Handling and Controlling Accounts receivables.
- ◆ Timely processing Vendors payments
- ◆ Active participating in month end closing and MIS Reports
- ◆ Budgeting and forecasting and TB reconciliation.

FOUR SEASONS HOTEL MUMBAI

May 2013 –Dec'15.

Assistant Manager – Finance

- ◆ Handling Account Payable & Account Receivables
- ◆ Bank Reconciliation
- ◆ Finalization of books of accounts, financial statements & financial reports including journal, ledger, cash book & subsidiaries, P&L Account, Balance Sheet and Annual Reports as per accounting norms
- ◆ Setting-up internal reporting system and preparing MIS reports
- ◆ Debtors / Creditors List & submitting to the management.
- ◆ Ensuring timely follow up for accounts receivables after invoicing to debtors
- ◆ Responsible for preparing financial reports to determine the financial visibility, projecting cash flow and growth opportunities while preparing projected financial statements.

ITC LTD. HOTEL DIVISION – ITC GRAND CENTRAL, MUMBAI

Nov 2004 – Apr 2013

Income and Credit In charge:

- ◆ Controlling Credit and Income, ensuring timely follow up for accounts receivables.
- ◆ Timely processing Vendors payments after securitizing statutory requirements to keep up better credit rating.
- ◆ Timely processing statutory payments
- ◆ Active participating in month end closing
- ◆ Budgeting and forecasting and TB reconciliation.

ITC WELCOMGROUP HOTEL SULLIVAN COURT, OOTY

Jun 2000 – Oct 2004

Accounts Assistant

ACADEMIC & PROFESSIONAL CREDENTIALS

Master of Business Administration (MBA) - 2020

Sikkim Manipal University

Master of Commerce – 2004

Annamalai University, Ooty

Post Graduate Diploma in Financial Management – 2002

Annamalai University, Ooty

Bachelor of Business Management – 1999

Mangalore University, Karnataka

Diploma in Computer Awareness– 1999

Mumbai

ITC Maratha - Attended Executive Development programme in May'2017.

ITC Maratha - Attended Dale Carnegie Leadership Training in May'2017

Computer Proficiency

Operating Systems : Windows 2004

Software Packages : Opera, Computerized Lodging System, Point of Sales, Shawman (Operates POS), Income & Credit, Payable, SAP and MS Office (Word/Excel/PowerPoint), SUN System, Focus System (MIS)

Date of Birth: 25th June 1975

Passport no: L7203983

Current Salary : 12 Lakhs Per Annum

Expected Salary: 18 Lakhs Per Annum

*CTC
Myo Likh*

*> 2 months notice period
>*