



# Abhishek Kumar

Rambag road , nakulwa chowk, Muzaffarpur, Bihar

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## Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Experience

25/04/2024 -	<b>Cgynett Inn Trendz -Itanagar</b> Finance Manager - Number of keys - 32 MIS Report , Budgeting , Taxation, Month End , Inventory, Food Cost ,
13/12/2022 - 15/04/2024	<b>Ambuja Neotia Hospitality Division - West Bengal</b> Assistant Manager - Account (AP&AR) Number of keys 35 Web Prol'IFIC, POS ,
24/12/2021 - 10/12/2022	<b>Holiday inn Chandigarh</b> Finance Executive - Payable Number of keys 131 Sun software, opera software, Eazy invoicing
21/12/2021 - 21/07/2022	<b>Sonnet Hotel Kolkata</b> Finance Executive - Number of keys 65 P&L Report, GST R1 , GST3B preparing,TDS Report , Bank Reconciliation,
14/09/2019 - 20/12/2021	<b>Spectrum Resort Spa Udaipur</b> Account Executive - (AP&AR) Number of keys 200 IDS Software
01/06/2017 - 10/09/2019	<b>Park Regis Goa</b> Account assistant - Number of keys 80 IDS software
01/01/2015 - 10/01/2016	<b>Vishal megha mart ( Muzaffarpur)</b> Cashier
01/06/2012 - 20/12/2014	<b>CA Firm - Agarwal &amp; Co.</b> Account - Trainee (Part Time)
10/03/2011 - 07/04/2012	<b>Perfetti van melle (Muzaffarpur)</b> Account Receivable & inventory

## Education

2010	<b>Mukherjee seminary</b> I com. A+
2015	<b>B.R.A.M. University</b> B. Com A
2019	<b>Annamalai University</b> MBA IN HOTEL MANAGEMENT AND TOURISM A

## Skills

- Preparing Revenue report : \*Review the Night Audit report. \*Review the HK- Discrepancy report. \*Check the allowance report and House \* Use & Complimentary report are in properly documented or Not. \*Check the Fitness center Membership sheet which is providing by the SPA at the time of Month end we have to review and post the Fitness center Charges on a monthly with Operational Audit. \*Every Month Breakage Report (F&B). \*Daily tax reconciliation like GST Tax, VAT etc. \*Daily check handover register (FO & FnB). \*Daily check Beverage closing register. \*TDS Reconciliation. \*BANK Reconciliation. \*Review the General Cashier report. \*Review the NO- Show & Cancellation report & House Use/Complimentary report Provided by reservations. \*Review the transportation charges report provided by Front desk. \*Add the F&B Covers in Operational Audit on a daily basis. \*Preparing the Revenue reconciliation report. \*Profit & loss Report (Comparison Previous year & Current year). \*Revenue Report (Comparison Previous year & Current year). \*Daily Business report. \*Daily food costing report. \*Monthly Inventory Food Store/F&B/H.K/Kitchen/Front Office.
- Account Payable: \*Processing inventory & Service Bills. \*Creditor Account reconciliation to ensure payment is made within time. \*Cheque printing for the creditors. \*Interacting with vendors as and when required for the payment issues and for the Smooth payment procedure. \*Reconciliation of the Ageing report. \*Processing payments and invoices. \*Bank Entry (Receipt & Payment). \*Payroll \*GST R1 preparation \*GST 3B preparation \*GST Payment \*TDS Preparation & Payment.
- Accounts Receivable : \*Generating Guest invoices (including Travel Agent , PSUs, Corporate), Banquet Bill, IHTs (Inter Hotel Transaction) \*Reconciliation of Debtor's account to ensure payment is received within the due date. \*Follow up for payment from the Debtor's via e-mail or telephonic conversation. \*Interacting with guests via e-mail or over the phone as and when required and solving issues related to invoices. \*Daily check settlement FO bill. \*Change GST /Company / Address/ Guest Name (FO Bill). \*Generating New Company Profile.\*Cheque collection reconciliation. \*Advance from customer reconciliation.
- General Cashier: \*Collect cash front office . \*Posting cash voucher. \*Preparing IOU. \*Daily Deposit Cash in Bank. \*Daily Match Cash and Preparing cash report and submit UFC.
- Night Auditor : \*Checking all Invoices and segregating it settlement wise (Cash, Credit card ,Bill to company). \*Checking all the Company invoice with supporting documents (Company agreement or contract). \*Checking all the discounted bills with approval & reason. \*Checking all the Void bills with proper reason and approval. \*Checking all outlet float cash and sales cash. \*Checking transaction list along with credit card batch close. \*Checking all kinds of revenue posting. (Room Rate, F&B, Laundry, Transport, SPA, Business center etc).

## **Personal Details**

- Date of Birth : 10/12/1991
- Marital Status : Single
- Nationality : Indian
- Language : Hindi, English
- Interest : Playing cricket & watching movie
- Height : 5'2

## **Technical Qualification**

- Certified of Computer Accounting

## **Strength**

- Hard & Smart working, Quick learn