

Abhishek Kumar
Sr. Commercial Assistant at
Speciality Restaurants Ltd.

DOB :- 09/09/1993
Nationality :- Indian
Language :- Hindi, English & Maithili
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PERSONAL SUMMARY

A Hospitality improve my skill starting professional with the experience of 5 yrs in this industry. I am always willing to learn the new things in my profession like to from the cashiering to store keeping knowledge to cost control also.

AREAS OF EXPERTISE

Cashiering
Store ordering
Food cost
Operating supply/ Stationery
RMC
Making all the reports
Related to cashiering
Store-keeping.

PERSONAL SKILLS

Engaging personality
Straight forward
Flexible & reliable
Passionate for hospitality
Knowledgeable
Innovation Skills
Pleasant Personality
Adaptable and flexible, strong
organization skill

TRAINING & CERTIFICATES

Basic Knowledge of Computer.
Certified industrial accountant plus
form the institute of computer
accountant.

Work Experience



- Working in Speciality Restaurants Ltd as a Sr. Commercial assistant from 20th May 2016 to till date.
- Working with Ministry of Skill Development & Entrepreneurship Directorate General of Training National Vocational Training Institute for Women as assistant of data entry operator for 2 year 3 month.

JOB PROFILE

Responsible for the day-to-day operation for cashiering & store keeping in the restaurant. I ensure that all the store orders including kitchen food items, housekeeping materials, beverage items are receiving according to the order. Daily communicate with the supplier for the ordering, billing. I also do the purchase order, GRN posting in our ERP System on daily basis. I also trained my junior staff to do the proper store set-up in FIFO & LIFO basis.

In the cashiering area I also manage to send all the bills to our head office (NC bill/APC file/bank deposit file) all this things. Checking daily cash accounts.

Handling all the cash transactions.

Receive payment by cash/cheque/card/gift vouchers.

Guiding & solving queries of customer related any billing issue.

Providing training and assistance to the new joined cashier & Storekeeper.

KEY SKILLS & COMPETENCIES

- ❖ Strong motivational and influential people skills.
- ❖ Extensive and relevant knowledge of good in cashiering & store.

ACADEMIC QUALIFICATION

- Secondary passed in 2009 from JHARKHAND BOARD Broad
- Higher Secondary passed in 2011 from B.S.E.B Broad
- Graduation from C.C.S UNIVERSITY MEERUT in the Year of 2014.

TRAINEE EXPERIENCE

- Certified industrial accountant plus form the institute of computer accountant.

Reference : On Request

Declaration

Hereby declare that the above mentioned details are true potentials to the best of my knowledge and belief.

Thanking you

(Abhishek Kumar)