

CURRICULUM VITAE

AMIT ADHIKARI

77,JAYANTA NAGAR,HINDMOTOR
HOOGHLY-712233

Email -adhi.amit91@gmail.com

Phone:- 8013508792 / 8420103040



Career Objective

I ASSURE TO CONTRIBUTE TOWARDS THE GROWTH AND DEVELOPMENT OF THE ORGANIZATION WITH THE ACQUIRED SKILL AND KNOWLEDGE.

Key Skills

- Knowledge about internal auditing
- Well versed with MS Office (MS Word, MS Excel)
- Experienced in working on WEB Prolific, NET View Point, Micros, Tally ERP9.
- Internet Savvy
- Stock Audit

Personality Traits

- Excellent in verbal and Written Skills
- Self-confident and disciplined
- Strong analytical and problem solving skills
- Smart working ability and multitasker

Professional Experience

THE PARK HOTELS (KOLKATA) (Apeejay Surrendra Park Hotels Ltd)
Flury's (Unit of Apeejay Surrendra Park Hotels Ltd)

Accounts Officer (24th January 2018 to Present)

- Accounts Receivable
- Regular Monitoring for O/s Payment.
- Send Proper Invoice to Debtors.
- Solved Guest Query's (Related Billing & GST Issue)
- TDS Reconciliation
- Daily Sale Report
- BRS
- Cash Book Maintain
- Reconciliation Commission of MMT, Booking.Com, Dine Out, Swiggy, Zomato.
- Banquet FC Checking with Invoice.
- Monthly Prepare & Booked Prepaid Expenses

ADDITIONAL EXPERIENCE

- Liquor order as per requirement (Indian & Foreign)
- Prepare Monthly Excise Report of Liquor & online Upload.
- Maintain Bar Book.
- Outlet Liquor Audit.
- Preparing Stock Audit & Stock Report.
- Working on WEB Prolific, NET View Point, Micros, IDS and Tally.
- Out Lets Daily Sale Entry Booked in Tally. (Flury's)
- Accounts Payable (Flury's)

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JMP Associates (Chartered Accountants)

Audit Executive – (25th October 2016 to 21th January 2018)

- Preparing weekly and Monthly audit reports as per requirement of management
- Preparing MIS Report
- Statutory Payment follow-up and calculation checking
- Preparing Stock Audit & Stock Report
- Store Reconciliation
- Staff Salary Checking
- Expenses Checking
- Data Entry on Ginesys & Working on OLAP

EXPO METAL INDUSTRIES & JJ ASSOCIATES

Sale & Purchase Executive - (4th April 2014 to 31st March 2016)

- Preparing Quotation, Enquiry, Purchase Order, sale Bill.
- Follow-up Outstanding of Debtors & Creditors
- Preparing reports as per requirement of management
- Data Entry on Tally
- Logistic

Educational Qualification

B.COM- CALCUTTA UNIVERSITY '2012

H.S(12th) - W.B.C.H.S.E '2009

SECONDARY(10th)- W.B.B.S.E '2007

Personal Details

- FATHER'S NAME : HARI ADHIKARI
- DATE OF BIRTH : 26.10.1991
- GENDER : MALE
- MARITAL STATUS : UNMARRIED
- RELIGION : HINDU
- NATIONALITY : INDIAN
- LANGUAGE KNOWN : BENGALI,ENGLISH,HINDI.

KINDLY CONSIDER MY CANDIDATURE, I MAY ASSURE YOU THAT, I WILL TRY MY BEST TO SATISFY WITH MY SINCERITY AND DELEGENCE.

Date :

Place:

Signature:
Amit Adhikari