



Abhishek Kumar

Rambag road , nakulwa chowk, Muzaffarpur, Bihar

7352437275

ak1541330@gmail.com

Objective

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

Experience

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

Education

2010	Mukherjee seminary I com. A+
2015	B.R.A.M. University B. Com A
2019	Annamalai University 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 summit 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