

CURRICULLUM VITAE



Anurag Rai

Address: B-86 Gali No. 23 Mahavir Enclave part 2

NEW DELHI-110059

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CAREER OBJECTIVE

- Seeking a career path in an organization where I can maximize my professional skills.
- To be self compatible with the changing environment.
- I believe that success comes only through dedication, persistent, hard-work & self-confidence.

Strength:-

- Inter personal relationship and teamwork.
- I can work hard and have the ability to take risk with confidence.
- I'm punctual and honest Is my strength and weakness also.

Fraser Suites Hotel:- 2013 TO 2017

- A competent professional with 03+ Years of experience in Hotels & Restaurant in Store assistant & Purchase officer Assistant.
- How to purchase of item & issuing that. Handling also all type of bills generated.
- 03 month as Assistant Accounted in Hotel.
- Generate the purchase order and work order before purchasing and comparision the price of three to four Vendor Quotation.
- As Store Executive since 23rd January 2015 to 25 Dec 2016 Fraser Suites Hotel
- **Presently working in Lemon Tree Premier Hotel Aero city as GSA (Guest Service Assistant)**
from 15-Nov-17.to 31st March 2019 same GSA

- 01st April 2019 promotion I got and working as GUEST SERVICE SUPERVISOR IN LEMON TREE HOTEL AEROCITY MAHIPALPUR ND –37
- WORKING ON SAP SOFTWARE GRN CREAT BILLS RECIVED PO CREAT CONTRACT OR REGULAR PO
- VENDOR FOLLO UP AND MAKE ORDER TWICE IN MONTHS ALL STORES
- TRANSFER POSTING INDENT DAILY ISSUED STOCK TO DEPARTMENT
- BILLS SEND TO ACCOUNTS DAILY WITH DRR REPORT.
- MIGO , GRN , MIR7
- **1st April 2019 promote as Guest Service Associate to Guest Service Supervisor**
- **HANDLING 04 STAFF DAILY BASIS WORK RECIVING CLEANING EXPIRY SHEET READY**
- **Last Working of Lemon tree hotel- 25th Oct 2022**

ACADEMICS:-

| Qualification | BOARD/UNIV/MARKS |
|---------------|------------------|
| Metric | U.P Board 54% |
| Intermediate | U.P Board 52% |
| B.A ARTS | 56% |

Personal Profile

Family Background :-

Father's Name : Mr. R.N.RAI

Occupation : RETIRED FROM RAILWAY AS A CHIEF OFFICE SUPDDT.

Mother's Name. : Lt. Mrs. VIDYA RAI

Personal Details:-

Name : Anurag Rai

Date of Birth : 02/11/1991

Hobbies : Reading Newspaper,

Language Known : English and Hindi

Expected Salary : Negotiable

Other Skills:-

- Basic Knowledge of computer.

- Ms office ,Excel, Power points Etc.
- **Tally ERP 9**:- Creating company, Making all voucher
Payment, contra ,journal ,receiving voucher **TDS**, etc

Date:- _____

ANURAG RAI

Payslip for the Month : August 2021 (01.08.2021 - 31.08.2021)

| | | |
|---|--|---|
| Name : Anurag Rai Employee ID : 10002522 Joining Date: 15.11.2017 UAN : 100088207695 PF Number : DLCPM00438500000011016 Bank Name : YES BANK LTD Account No. : 0006691800108868 | Company Name : Hyacinth Hotels Pvt Ltd. Location : LTPDL1 Department : HYAC LTPDL1 Purchase & St Designation : Guest Service Supervisor ESIC No : 2016949157 Emp Sub Group: 4A PAN : | Payment Summary Earnings (+) 17,550.00 Deductions (-) 1,932.00 Adjustments (+) 0.00 Net Pay (=) 15,618.00 |
|---|--|---|

| Earnings | | Deductions | |
|---------------------|------------------|---------------------|-----------------|
| Basic | 3,300.00 | Ee ESI contribution | 132.00 |
| HRA | 1,650.00 | Ee PF contribution | 1,800.00 |
| Conveyance Allow. | 4,300.00 | | |
| Education Allowance | 4,300.00 | | |
| Fixed Serv. Allow. | 4,000.00 | | |
| Total | 17,550.00 | Total | 1,932.00 |

| | Current | Arrear |
|------------------|---------|--------|
| Paid Leaves Days | 0.00 | 0.00 |
| Loss of Pay Days | 0.00 | 0.00 |
| Paid Days | 31.00 | 0.00 |

| Perks/Other Income/Exemptions/Rebates | |
|---------------------------------------|-----------|
| Exemption U/S 10 | 19,367.10 |
| Agg of Chapter VI | 21,600.00 |

| Perks Details | Sec 10 & Other Exemption | Form 16 summary (Provisional) | Leave Availed Details |
|---------------|---------------------------------------|--|---|
| | HRA Annual Exe 19,367.10 | Gross Salary 205,995.49 Exemption U/S 10 19,367.10 Balance 186,628.00 Std Deduction 50,000.00 IncM under Hd Salary 136,628.00 Gross Tot Income 136,628.00 Agg of Chapter VI 21,600.00 Total Income 115,030.00 | |
| Loan Balances | Any Other Income | | Leave Quota Balance |
| | | | APL Quota Balance 48.75 FestivalOff Quota Balance 2.00 |
| | Regular Tax 0.00 One Time Tax 0.00 | | |

| YTD Taxable Income (Months- 5) | Projected Income Calculation | Reimbursements | Eligibility | Paid (YTD) | Remaining |
|---|--|----------------|-----------------------|------------|-----------|
| Basic 15,634.19 HRA 7,817.10 Conveyance Allow. 20,371.83 Education Allowance 20,371.83 Fixed Serv. Allow. 18,950.54 | Basic 3,300.00 HRA 1,650.00 Conveyance Allow. 4,300.00 Education Allowance 4,300.00 Fixed Serv. Allow. 4,000.00 Monthly Reg Income 17,550.00 Remaining Months 7.00 | | | | |
| | | | Message for the Month | | |
| Taxable Income Paid 83,145.49 | Projected Income 122,850.00 | | | | |

Payslip for the Month : September 2021 (01.09.2021 - 30.09.2021)

| | | |
|---|--|---|
| Name : Anurag Rai Employee ID : 10002522 Joining Date: 15.11.2017 UAN : 100088207695 PF Number : DLCPM00438500000011016 Bank Name : YES BANK LTD Account No. : 0006691800108868 | Company Name : Hyacinth Hotels Pvt Ltd. Location : LTPDL1 Department : HYAC LTPDL1 Purchase & St Designation : Guest Service Supervisor ESIC No : 2016949157 Emp Sub Group: 4A PAN : | Payment Summary Earnings (+) 36,222.53 Deductions (-) 1,932.00 Adjustments (+) 0.47 Net Pay (=) 34,291.00 |
|---|--|---|

| Earnings | | Deductions | | | Current | Arrear |
|---------------------|------------------|---------------------|-----------------|--|------------------|--------|
| Basic | 3,300.00 | Ee ESI contribution | 132.00 | | Paid Leaves Days | 0.00 |
| HRA | 1,650.00 | Ee PF contribution | 1,800.00 | | Loss of Pay Days | 0.00 |
| Conveyance Allow. | 4,300.00 | | | | Paid Days | 0.00 |
| Education Allowance | 4,300.00 | | | | | |
| Fixed Serv. Allow. | 4,000.00 | | | | | |
| Bonus | 18,672.53 | | | | | |
| Total | 36,222.53 | Total | 1,932.00 | | | |

| Perks/Other Income/Exemptions/Rebates | |
|---------------------------------------|-----------|
| Exemption U/S 10 | 19,367.10 |
| Agg of Chapter VI | 21,600.00 |

| Perks Details | Sec 10 & Other Exemption | Form 16 summary (Provisional) | Leave Availed Details |
|---------------|---------------------------------------|--|---|
| | HRA Annual Exe 19,367.10 | Gross Salary 224,668.02 Exemption U/S 10 19,367.10 Balance 205,301.00 Std Deduction 50,000.00 IncM under Hd Salary 155,301.00 Gross Tot Income 155,301.00 Agg of Chapter VI 21,600.00 Total Income 133,701.00 | |
| Loan Balances | Any Other Income | | Leave Quota Balance |
| | | | APL Quota Balance 51.50 FestivalOff Quota Balance 2.00 |
| | Regular Tax 0.00 One Time Tax 0.00 | | |

| YTD Taxable Income (Months- 6) | Projected Income Calculation | Reimbursements | Eligibility | Paid (YTD) | Remaining |
|---------------------------------|------------------------------|----------------|-------------|------------|-----------|
| Basic 18,934.19 | Basic 3,300.00 | | | | |
| HRA 9,467.10 | HRA 1,650.00 | | | | |
| Conveyance Allow. 24,671.83 | Conveyance Allow. 4,300.00 | | | | |
| Education Allowance 24,671.83 | Education Allowance 4,300.00 | | | | |
| Fixed Serv. Allow. 22,950.54 | Fixed Serv. Allow. 4,000.00 | | | | |
| Bonus 18,672.53 | | | | | |
| | Monthly Reg Income 17,550.00 | | | | |
| | Remaining Months 6.00 | | | | |
| Taxable Income Paid 119,368.02 | Projected Income 105,300.00 | | | | |

Message for the Month