

# CURRICULUM VITAE



## Anurag Rai

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

**NEW DELHI-110059**

**Mobile:91-8303143832**

**E-Mail- raia17960@gmail.com**

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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 23<sup>rd</sup> 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 31<sup>st</sup> March 2019 same GSA**

- 01<sup>st</sup> 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
- **1<sup>st</sup> 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- 25<sup>th</sup> 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	Company Name : Hyacinth Hotels Pvt Ltd.	Payment Summary
Employee ID : 10002522	Location : LTPDL1	Earnings (+) 17,550.00
Joining Date: 15.11.2017	Department : HYAC LTPDL1 Purchase & St	Deductions (-) 1,932.00
UAN : 100088207695	Designation : Guest Service Supervisor	Adjustments (+) 0.00
PF Number : DLCPM00438500000011016	ESIC No : 2016949157	
Bank Name : YES BANK LTD	Emp Sub Group: 4A	Net Pay (=) 15,618.00
Account No. : 0006691800108868	PAN :	

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		
<b>Total</b>	<b>17,550.00</b>	<b>Total</b>	<b>1,932.00</b>

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

Perks/Other Income/Exemptions/Rebates	
Exemption U/S 10 Agg of Chapter VI	19,367.10 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				
Taxable Income Paid 83,145.49	Projected Income 122,850.00				

Message for the Month

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 : DLCPMO0438500000011016 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 :		<b>Payment Summary</b> <table border="1"> <tr> <td>Earnings (+)</td><td>36,222.53</td></tr> <tr> <td>Deductions (-)</td><td>1,932.00</td></tr> <tr> <td>Adjustments (+)</td><td>0.47</td></tr> <tr> <td><b>Net Pay (=)</b></td><td><b>34,291.00</b></td></tr> </table>		Earnings (+)	36,222.53	Deductions (-)	1,932.00	Adjustments (+)	0.47	<b>Net Pay (=)</b>	<b>34,291.00</b>	
Earnings (+)	36,222.53													
Deductions (-)	1,932.00													
Adjustments (+)	0.47													
<b>Net Pay (=)</b>	<b>34,291.00</b>													
<b>Earnings</b> Basic 3,300.00 HRA 1,650.00 Conveyance Allow. 4,300.00 Education Allowance 4,300.00 Fixed Serv. Allow. 4,000.00 Bonus 18,672.53		<b>Deductions</b> Ee ESI contribution 132.00 Ee PF contribution 1,800.00		<table border="1"> <tr> <td><b>Paid Leaves Days</b></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>Loss of Pay Days</b></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>Paid Days</b></td> <td>30.00</td> <td>0.00</td> </tr> </table>		<b>Paid Leaves Days</b>	0.00	0.00	<b>Loss of Pay Days</b>	0.00	0.00	<b>Paid Days</b>	30.00	0.00
<b>Paid Leaves Days</b>	0.00	0.00												
<b>Loss of Pay Days</b>	0.00	0.00												
<b>Paid Days</b>	30.00	0.00												
<b>Total</b> 36,222.53		<b>Total</b> 1,932.00												
<b>Perks Details</b>		<b>Sec 10 &amp; Other Exemption</b>		<b>Form 16 summary (Provisional)</b>										
		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										
<b>Loan Balances</b>		<b>Any Other Income</b>												
		Regular Tax 0.00 One Time Tax 0.00												
<b>YTD Taxable Income (Months- 6 )</b>		<b>Projected Income Calculation</b>		<b>Leave Availed Details</b>										
Basic 18,934.19 HRA 9,467.10 Conveyance Allow. 24,671.83 Education Allowance 24,671.83 Fixed Serv. Allow. 22,950.54 Bonus 18,672.53		Basic 3,300.00 HRA 1,650.00 Conveyance Allow. 4,300.00 Education Allowance 4,300.00 Fixed Serv. Allow. 4,000.00		Leave Quota Balance AFL Quota Balance 51.50 FestivalOff Quota Balance 2.00										
		Monthly Reg Income 17,550.00												
		Remaining Months 6.00												
<b>Taxable Income Paid</b> 119,368.02		<b>Projected Income</b> 105,300.00		Message for the Month										