**Nithin**

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**CAREER OBJECTIVE**

Seeking a Cost Controller position with the perfect company that offers me the opportunity to learn and gain more experience in this field.

**CAREER HIGHLIGHTS**

**Assistant Cost Controller (Promotion)**

**–** At Sun Aqua Vilureef Beach & Spa Resort Republic of Maldives July 2015 to present.

**Duties and Responsibilities:**

* Preparation of Daily Flash cost (F &B as well as other outlets) .
* Make sure that the month end inventory memo has been prepared & send to the concerned dept.
* Preparing and Send Weekly forecasted food cost as per occupancy to control purchase.
* Analyzed menus computed recipe costs and formulated F&B budget.
* Outlined cost control in F&B outlets
* Executed physical stock take and outlined report.
* prepare the Short expiry , slow moving , Spoilage and pilferage report for Food & Beverage Stores
* Regular inspections on the conditions of refrigerated store rooms must be carried out with regard to temperature control and a temperature log needs to be maintained and kept on or near each walk-in fridge door as per USPH
* All administration matters to be carried out according to company policy and the direction of the Finance Controller and Chief Accountant.
* Daily contact and exchange of information with Executive Chef, Sous Chef, and F&B Manager.
* Frequently inventoried main storeroom to maintain accurate records and reconcile variances.
* To monitor the daily operation of the food and beverage stores, purchasing, and receiving departments, and ensure that reports are submitted on time, as per SOPs.
* To ensure that month-end inventories are handled according to SOPs
* Ensure that daily issues, requisitions, and receiving reports are entered correctly and on time into the inventory system.
* To ensure that the daily food-cost report is prepared and distributed according to schedule.
* Recipe creating and menu costing.
* Monitor the physical stock taking of kitchen inventories in main kitchen, butchery, and Pastry and other outlets.
* Prepare the month ends Journal entries relating to the food, beverage cost and general expenses to upload to the SUN system.

**Store Keeper (03-04-2015 to 28-06-2015) For Familiarization of Store Operation,**

-Sun Aqua Vilureef Beach & Spa Resort Republic of Maldives

* All food and beverage orders are to be placed according to company policy liaising with Executive Chef, Bar Manager and F&B Manager.
* Making weekly order as per par Stock.
* Issuing items as per Department request.
* Checking receiving item with Purchase order and Making receiving report.
* prepare the Short expiry , slow moving , Spoilage and pilferage report for Food & Beverage Stores
* All items are to be received and stored in their correct manner according to storing location, packaging, temperature, light, humidity etc. on a first in first out basis to enable stock rotation.
* Regular inspections on the conditions of refrigerated store rooms must be carried out with regard to temperature control and a temperature log needs to be maintained and kept on or near each walk-in fridge door as per USPH

**Assistant Night Auditor (03-03-2013 to March 2015)**

Sun Aqua Vilureef Beach & Spa Resort Republic of Maldives

**Duties and Responsibilities:**

* Checked the Rate Variance Report& accuracy of Guest Registration Cards (GRCs) including: Room type, room rate, arrival-departure dates, guest signature, number of persons, meal plan (AI/NP/BB/HB/FB), rate code and billing instructions.
* Checked the approvals/charges for room or meal plan upgrades/downgrades and early arrivals or late departures
* Checked POS cash bills/POS credit bills with POS Software and checked the accuracy of postings to System POS used for Main Restaurant, Main Bar & Pool Bar).
* Vouched daily sales from other revenue sources such as Spa, Mini Bar, Vehicle Hire, Laundry, Telephone etc.
* Checked Daily Inventory Reports for Main Bar & Pool Bar.
* Checked the approvals for complimentary rooms.
* Compile and check daily sheets, guest account, receipt and vouchers using computerized system.
* Daily accounting data entry and reconcile.
* Post and Rooms and close the daily accounts
* Reset all Machine of restaurant and Front Office
* Generating Daily Telephone Report from PABX System
* Food and beverage Menu Coasting.
* Daily And Monthly Inventory Auditing in Departments and Outlets.

**SKILLS**

* Knowledge of Accounting Packages

Successfully attends the MC and Micros configuration at Sun Aqua Vilu Reef Beach resort of Maldives on October 2015.

* + - **Sun System**
    - **MC**
    - **Micros**
* Computer Skills: **Microsoft Word, Excel, Access, Power point, PhotoShop**
* Ability to work in a team as well as independently

**TRAININGS ATTENDED**

* Micros & MC implementation & Configuration
* Food Safety Analysis
* Chemical & Sanitation
* Fire & Safety Training

**EDUCATION**

* Graduation in Bachelor of Science
* Bachelor of Business Administration (Final year Distance Education)

**PERSONAL INFORMATION**

**Date of Birth** : October 28th, 1989

**Civil Status** : Married

**Citizenship** : Indian

**Gender** : Male

**Language Known**: English, Hindi, Tamil, Malayalam

I do hereby certify that the particulars furnished above are true and correct to the best of my knowledge.

Date: 28/08/2016

**REFERENCE**

**Available on Request**