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| **FRANCIS****FRANCIS.350994@2freemail.com**  | C:\Users\Francis\AppData\Local\Microsoft\Windows\INetCache\Content.Word\image1(3).jpg |

**OBJECTIVE**

* To secure a position where my education and experience can be put into good use and further develop my career.

**EMPLOYMENT HISTORY**

* **J W Marriott International Dubai JAN- 2015-Till date**
* **Income Auditor Supervisor:**
* Preparing gross revenue report daily basis.
* Checking and Posting rebates and miscellaneous.
* Cash Reconciliation for the outlet and front office, cash spot check.
* Sales Tax and DTCM Fees Reconciliation and making payment monthly.
* Credit card and revenue Reconciliation based on micros and opera.
* Some accounts of Assets and liabilities reconcile and also accrual monthly.
* PM reconcile on daily basis.
* Tracking sold voucher and membership for health club.
* Checking discount voids and cashier closer daily and keeping record for the same.

**J W Marriott International Dubai**

 **JAN- 2014-JAN-2015**

* **Account Payable supervisor:**
* Checking and Posting invoices on a daily basis including food beverage, general and engineering. (checking based on lpo and invoice amount quantity receiving stamp signature and also department signature before making any invoice processing and payment)
* Verify and Post all local expenses to the department and make payment including excom and managers.
* Reconciling all advance payment account and settle before month end to expense account like advance to supplier and advance CEP etc.
* Reconciliation of cheque and also reconcile void cheque on monthly bases.
* Making monthly payment i.e. cheque or bank transfer to supplier based on their credit limit, and also payment towards vacation and final pay for staff.
* Keeping record of all issued and ready cheque and filing then accordingly.
* Posting bank transfer
* Making supplier reconciliation on a monthly basis and follow-up for missing invoices if any.
* Also doing bank reconciliation on a monthly basis and tally it before month end by posting pending entries like bank charge etc.
* Making accrual of expenses for the month expenses like contract expenses or making accrual based on delivery note before invoice.

**J W Marriott International Dubai 2012- 2014**

* **Accounting clerk ( Cost) (Accounting Dept)**

 - Checking Daily invoice both food & Beverage as posted in F M C.

 - Making food cost Report daily on purchase basis, Recipe costing to fix the price as per

 Budget.

 - Surprised Spot check in the store and F & B Outlet,

 - provide necessary report relating to food & Beverage to account in month end to

 Update journal voucher.

 - update officer check and charged as per dept.

 - Month end inventory in store and outlet including general and engineering.

 - Revenue booking in Fidelio Material Control.

 **Metropolitan Hotel Dubai**

* **Cost Control Clerk 2010 – 2012**
	+ - Responsible for auditing the costs of each Department. Checking the report of daily flash cost, daily bar report. Investigating spoilage, inter-bar transfers.
		- Ensured that policies and procedures on purchasing, receiving,
		- Transferring, issuing are complied with and correct receiving procedures are adhered to, in accordance with the internal operating procedures manual.
		- Prepared menu recipe costing along with any other cost evaluations as required by the head of the department.
		- Managed the monthly inventory process and the correct posting of month end inventories in the system.
		- Assisted in spot checks on bar that have significant shortage in stocks on previous bar report.

**EDUCATION**

* B. Commerce
* High School Diploma

**SKILLS**

* Well-versed with MICROS (Point-of-sale Software Enterprise Information System)
* Proficient in MS Office: Word, PowerPoint, Excel and Explorer.

**PERSONAL DATA**

* **Date of Birth** 26th September 1984
* **Nationality** Indian
* **Marital Status** Single
* **Visa Status** Employment (Transferable)