Vineet

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# Career Objective

* To seek innovative and challenging career in the professionally managed and dynamic organization, that provide opportunities for development and delegates me greater responsibilities to contribute towards organization growth.
* To be a part of an organization that recognizes my skills and provide me suitable environment to perform to the best of my ability.
* To achieve an appreciable status in an organization that offers full scope for growth and where I can fulfill my aspiration of becoming a world class professional.

**SKILL SUMMARY.**

* **Self Confidence.**
* **Leadership, Team Spirit.**
* **Quick Learner.**
* **Honest with work assigned.**
* **Good Communication.**

**PROFESSIONAL QUALIFICATION**

* Cost accountancy from The Institute of **Cost and Management Accountant of India.**
* **MBA (Hospitality & Tourism**) from Chandigarh University

**ACADEMIC QUALIFICATION**

* Bachelor of Business Administration from**Himachal PradeshUniversity.**

**SOFTWARE SKILLS**

* + Alif BOSS (Oracle)
  + Prolofic MMS
  + Good hand in MS Word and MS Excel
  + Opera.

***WORK EXPERIENCE***

A total of 1.5years experience, out of which Hospitality industry 1 Years, 6 month in production industry.

Month experience in INTEX INDUSTRIES NALAGARH (HP) as a accountant trainee.

Job Training from Holiday Inn Hotel Amritsar In accounts department As a Income auditor From 13thJuly2015 - 30th Nov2015.

**ORGANISATIONAL EXPERIENCE**

**Hotel Designation Period**

Lemon Tree Premier-Delhi Airport GSA Finance (AR) Jan’01to Jan 13th 2017.

The Leela Ambience Hotel.Supervisor Credit(AR) Jan 19th To as on Date.

**Job Responsibility**

* Maintain up to date billing system, generate and send out invoices.
* Perform account, credit card or cheque collection reconciliation.
* Follow up with the party for payment as well.
* Maintain and keep all records and filling.
* Perform credit related all the Customer Quarry.
* Resolve Payment Discrepancies..
* Follow up on, collect and allocate payment.
* Perform FXCO related billing as well.
* Prepare daily financial report As well.

### **Extra Curriculum**

* Having interest in painting, music, dancing. I have won many competitions in all the three fields at school and college level.
* Having a quality of understanding the other side of the coin, can remain self-motivated and at the same time can encourage people and motivate them to perform better.
* Can lead a group by being impartial, open and friendly with my subordinates when required and will always delegate the work to my subordinates in a way that will surely be beneficial for their growth.

# Personal /Professional Strengths

* **Good learning Attitude, hunger of knowledge, Dead Honesty, Responsible, Committed & Hard Working.**
* **Positive, extrovert, open minded and I believe a good human being too.**

### **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.