**Resume **

**Narayanan**

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| **OBJECTIVE** |
| Looking for a challenging position in a professionally managed and reputed organization that provides me with ample opportunity to apply and enhance my knowledge, skills and capabilities for the development of the Organization. |

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| **KEY STRENGTH** |
| A Hotelier by profession with experience spanning over one decade across the world, (U.A.E, Tanzania, India)for various five star Hotel Chain and Restaurant accounting. Skilled in hotel accounting ,Restaurant Financial activities including monthly Financial Report, cash flow ,Bank reconciliation ,Balance sheet reconciliation ,Revenue auditing, Sun Vision Reports, Micros POS, crditcard settlement and refunds, Night auditing, General cashiering, account receivable and aging analysis |
| |  | | --- | | **Specialities** |   Pre- opening team experience, trouble shooting like Micros-cashiering related and Opera-FO-credit card related issues and can train Night auditing and general cashiering as well as relieving duties of paymaster and Credit manager for all functionalities and I can develop and implement new method to streamline and optimize operation.  And well versed with Software Knowledge of Micros, Sun financial, Opera ,Quick Book,FMC etc. |
| |  | | --- | | **certification/recognition /achievemEnt** |   Ramada Hotel Dubai-Supervisor of the Quarter-December 2011  Ramada Hotel Dubai-Supervisor of the Qurater-March-2013  Training completed-Supervisory training(six months – 2012)  Motivation Training program(3 month 2011)    Cross training completed  paymaster for 1 year in Oasis software- 2013  GL reconciliation/financial accountant for six month-2014 |

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| **PROFESSIONAL EXPERIENCE** | | | | |
| **1. Mazaher Restaurant and Coffee shop- World Trade Centre.**  **2.Hala Lebanese organic café**  **Sunset Hospitality**  Time period: October 2014 – Onwards Presently working  Position/Title : **Accountant- in Charge**  Responsibilities/ :Lead and manage independently for two Restaurant outlet complete financial  Achievements activities,  1.Mazaher Restaurant –Reputed bar restaurant  2.Hala Lebanese organic cafe   * Independently handling two restaurant complete financial activities * Prepares monthly statements P&L,Cash flow ,Aging analysis, bank reconciliation, balance sheet reconciliation ,annual budget and monthly forecast * Responsible to prepare supplier payment and petty cash expanses * Analyzing and investigating variances; summarizing data, information,   Control the stores by ensuring accuracy of inventory and stock control | | | | |
| **Ramada Hotel Dubai** | | | | |
| Time Period | 2010 November -2014 September | | | |
| Position/Title | **Accountant-**  (GL-Payroll-AP-Income, General cashiering and night Auditing **)** | | | |
| Responsibilities/ Achievements: | * Review revenue control functions effectiveness and   Support internal control improvement policy implementation.   * Review daily GRN ,purchase orders,f&b costing, stock control * Verify and reconcile GL accounts and investigate all revenue centres as report to Income journal * Review Inventory and other F&B controller report. * Verify salary transfer, payroll accrual balance report, journal entries and staff attendance sheet etc * Review and report outlet micros complimentary and discount , Void, open checks with proper reason or approval from related manager | | | |
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| **Ocean Pearl Hotel Mangalore, India** | | | | |
| Time Period | : October 2009 - October 2010 | | | |
| Position/Title | : **Cost controller/Income Auditor** | | | |
| Responsibilities/ Achievements: | * Review issues request, GRN, purchase orders etc. * Overall monitor revenue centers and city ledger settlement and verify paid out cash settlement. * Review inventory and research questionable movement   check the credit card settlement ,city ledger transfer rate with contractual room rate   * Review and report outlet micros allowance and discount , Void, open checks with proper reason or approvals | | | |
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| **Zanzibar Beach Resort ,Zanzibar ,Tanzania(East Africa)** | | | | |
| Time Period | : September 2007 - September 2009 | | | |
| Position/Title | : **Income Auditor** | | | |
| Responsibilities/ Achievements: | * Monitor daily revenues and settlements are in balance * Verify supports voucher of complimentary room, house use rooms, rate check with contracted rate. * Verify paid out and general cashier log and Report Late check out, early check in ,No show for approval or reason * Review and report outlet micros allowance and discount , Void, open checks with proper reason or approval from related manager | | | |
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| **Taj Group of Hotels –Taj Garden Retreat Varkala,India** | | | | |
| Time Period | : October 2004 - July 2007 | | | |
| Position/Title | : **Night Auditor/Credit Assistant** | | | |
| Responsibilities/ Achievements: | * Perform night audit of hotel as per existing procedure with outlet revenue closing for the day. * Review the housekeeping report and post room rate and verify rebates, complimentary, house charges, paid out amounts to ensure that each account is properly authorized and has relevant explanations. | | | |
| **PERSONAL DETAILS** | | | | |
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| **Date of Birth** | | 15-03-1980 | | |
| **Nationality** | | Indian | | |
| **Sex** | | Male | | |
| **Marital Status** | | Married | | |
| **Religion** | | Hindu | | |
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| **City** | | Dubai |  |  |
| **Country** | | United Arab Emirates |  |  |

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| **EDUCATIONAL QUALIFICATION** | |
| **Qualification** | CMA (US) -Presently doing (2015) |
| **Qualification** | Post Graduate diploma in businesses Management (Hotel) |
| **Institution** | IITM |
| **City/Country** | Calicut |
| **Completed** | 2003 |
| **Qualification** | Bachelor of Commerce(B com) |
| **Institution** | Calicut University |
| **City/Country** | Taliparamaba |
| **Completed** | 2001 |