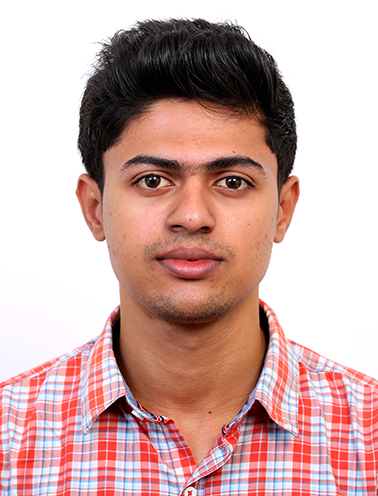
**Sarath**

******

***Contact Details:***

***E-mail:***

[*sarath-391443@2freemail.com*](mailto:sarath-391443@2freemail.com)

***Date of Birth:***

*Nov 04, 1994*

***Marital Status:***

*Single*

***Visa Status:***

*Visit*

***Languages Known:***

*English, Hindi, Malayalam*

***Nationality:***

*Indian*

**OBJECTIVES**

To effectively apply myself in a professionally challenging environment in a manner that positively benefits the organization’s goals and objectives and contributes toward my career development.

|  |  |  |
| --- | --- | --- |
| **Education** | **University/Institution** | **Year** |
| B.Com (Finance and Taxation) | MG University | 2013-2016 |
| 12th Kerala state board | Jerusalem Mount Higher Secondary School | 2013 |
| 10th Kerala state board | St. Berchman's School | 2011 |

**EDUCATION**

**EXPERIENCE (3 YEARS)**

Worked as Accountant in HOTEL KINGS WAY (May 2016 to March 2019).

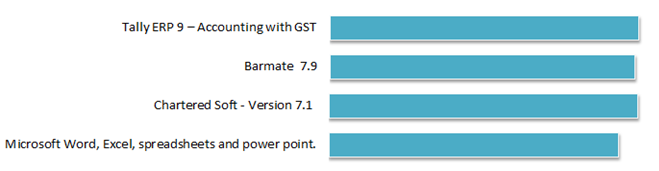
**PROFESSIONAL EXPERIENCE**

* Worked as an ACCOUNTANT in Hotel KINGS WAY, Kerala, India having annual turnover 200 million INR.
* Posting sales and related transactions on daily basis including sales, purchase, tax, cash book & inventory.
* Maintaining the books of accounts in Account soft version 7.1 software and maintaining inventory using BARMATE VERSION 7.1. and integrating the output figures with the financial software.
* Creation of supplier and customer general ledger account in software and authorizing for transactions.
* Follow up for collection by sending outstanding statement to customers.
* Processing the payments to suppliers.
* Reconciliation of statement with customers and suppliers.
* Verification of reconciliation report, sales register, cash collection and credit sale, bank deposit slip, cash expenses with daily cash collection Report.
* Reconciliation of billing amount with revenue, various taxes, cash book and credit sale.
* Reconciliation between bank slip and petty cash expenses.
* Maintaining petty cash in imprest system.
* Monitoring hotel rooms check-In and check-out, billing, advance payment and balance received on daily basis.
* Random checking of vacant rooms to ensure all check-in rooms were recorded in the system.
* Random checking conducted in the way of checking room keys at key holder in reception.
* Random checking of beverages stock and compare with inventory stock.
* Ensuring value of all the inventories issued and value of sales through system BARMATE software version 7.1 are effected in financial statement in accounts software version 7.1.
* Processing of closing stock accounts, verification of all general ledger to ensure that all Regular ledgers having the transactions.
* Passing provisions entry for prepaid expenses and applicable expenses to reflect the requiring expenses.

**REGULATORY COMPLIANCE**

* **Maintaining excise books and submitting it to authorized authorities in a regular basis.**
* **Quality assurance of food as per the norms of Food Safety and Standards Authority of India (FSSAI).**
* **Implementation of Rules and Regulations of Health Department.**
* **Implementation of Rules and Regulations of Municipality.**
* **Maintaining and submission of Shop workers details to Shop Workers Welfare Fund Board and to the municipality.**
* **Renewal of Beverages License and Restaurant License.**
* **Submit the details to Abkari welfare fund board under Government of Kerala when applicable.**
* **Submit the relevant documents of the organization to toddy workers welfare fund board for the clearance certificate that addresses no legal obligations.**

**SOFTWARE SKILLS**



**SKILLS**