**CURRICULAM VITAE**

**Name**  :Sandesh

|  |  |
| --- | --- |
| **E-mail** | : sandesh-392244@2freemail.com  |
| **Visa Status**  | : Visit Visa (SEP 2019) |

**OBJECTIVE:**

To Build a Career In Finance field and enhance my skills and learn new finance terms for growth of organization as well as individual growth.

**PROFESSIONAL QUALIFICATION**

**GRADUATION** :

BACHELOR OF BUSINESS MANAGEMENT  (B.B.M)

YEAR OF PASSING 2013

**PRE UNIVERSITY EDUCATION** :

ARTS

YEAR OF PASSING -2010

**HIGHER SECONDARY EDUCATION** :

S.S.L.C

YEAR OF PASSING – 2008

**Hobbies:**

Reading Books,Listening to Music,Playing Cricket

**COMPUTER PROFICIENCY :**

* BASIC TALLY ERP 9
* MICROSOFT OFFICE
* EXCEL ACCOUNTING BASIC
* POINT OF SALE (P0S)

**WORK EXPERIENCES :**

 **COMPANY NAME** : **ARYAAS GROUP OF RESTURANTS**

 **DUBAI (SEPTEMBER 2016 – FEBRUARY 2019)**

 **JOB DESIGNATION : CASHIER/SUPERVISIOR**

**ROLE AND responsibility :**

* Assisted with the flow of guests by taking food and drink orders as needed
* Cash handling and end of day revenue reconciliation and applicable paperwork
* Monitoring the status of placed orders and encouraging the workers for faster preparation of orders
* Assuring the quality of food and arrangement of dishes are as per the standards marked by the higher authorities
* Maintaining detailed records of served orders and collected cash
* Assisting the cashier in generation of the daily cash reports
* Clean the dining room, service counter, and kitchen stations.
* Depending on the shift, carry out opening or closing duties.
* Possess a positive attitude, ability to work in a team, and a strong work ethic.
* Enjoy working in a fast-paced environment and possess a desire for personal and professional growth.

 **COMPANY NAME** : **SRI DURGA AGENCIES (MANGALORE)**

 **(OCTOBER 2014 – JUNE 2016)**

 **JOB DESIGNATION : ACCOUNTS ASSISTANCE**

 **ROLE AND responsibility :**

* Maintaining and updating all the bank entries.
* Allocation of shares and Credit card transactions into the books of accounts.
* Handled Petty cash.
* Generated accounting entries as and when required
* Procuring, issuing, and maintaining an accurate record of all the office staffs and providing the same to the management.
* Answering queries and liaising with all the parties and assist in solving all their complaints.
* Taking care of all the faxes, Xerox and email of all the important documents.

**COMPANY NAME** : **M/S MOGERAYA RATHAM & COMPANY**

 **(MANGALORE)** : **(JULY 2013 –AUGUST2014)**

 **JOB DESIGNATION : ACCOUNTS ASSISTANCE**

 **ROLE AND responsibility :**

* Preparing financial documents such as invoices, bills, and accounts payable & receivable.
* Completing purchase orders.
* Completing bank reconciliations.
* Entering financial information into appropriate software programs.
* Managing company ledgers.
* Verifying balances in account books and rectifying discrepancies.
* Verifying bank deposits.
* Managing day-to-day transaction.
* Preparing budgets, records, and Bank statements.
* Posting daily receipts.

**PERSONAL SKILLS**

* Good communication and interpersonal skills
* Ability to work well independently and in team environment
* Willingness to learn, quick learner
* Ability to concentrate and handle detailed work
* Ability to motivate and inspire confidence in the team.
* Handling daily basic accounts ,journal entries

**Personal Information:**

|  |  |
| --- | --- |
|  |  |
| Date of Birth | : 28-02-1993 |
| Nationality | : Indian |
| Language Known | : English, Hindi, Kannada, Konkani, Tamil, |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |