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**Objective**

**Having been exposed to hotel industry for over 15 years in the Accounts department, I am seeking a challenging position utilizing my abilities developed through my education & experience, with the opportunity for professional growth based on my performance in order to achieve the objectives and organizational goals.**

**Work Experience**

**Organisation:** **SUAVE HOTELS LIMITED**

Unit Sunshine Beach Resort Calangute-Goa from 1995 to 2004.

Unit Goan Holiday Resort from 2004 to 2006.

Unit Sunflower Beach Resort from 2006 to 2014.

**Designation:** **ACCOUNTANT**

**Job Profile:** General accounting of activities which included daily maintaining of income and expenditure. Maintaining books of account and handling petty cash. Banking, invoice making, licensing and payment of Govt. taxes.

**Responsibilities**: Analyzing invoices and preparing a detailed report of receipt and payment vouchers on a daily basis. Individually responsible for preparing and processing all cash, cheque and bank transfers to various suppliers in and around the region relating to hotel accommodation and restaurant daily operational expenses. Prepares general ledger entries by maintaining records and files; reconciling accounts for the same. Process Accounts Payable paperwork at completion of the check run.

Answers accounting and financial questions by researching and interpreting data. Responsible for holding custody of office petty cash and maintaining it on a daily as well as recording the same in tally accounting software to ascertain daily cash balance. Had to make daily runs to the Bank for deposits and withdrawals.

Responsible for payroll system and payroll related items. Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice. Prepare mailings and priority shipments for the Finance/Accounting Department. Prepare labels and maintain files as needed. Assist the Chief Accountant with facility support and security issues. Prepare invoices and billing notices with complete attachment. Transmit invoices to client and file a copy while maintaining files of Billing and various other Documents. Making sure that collections are made on time. Allocations of payment by client. Vouching, ensuring that voucher attached with the invoice is correct and amount of the invoice tally with the system.

**Organisation: LIFE INSURANCE CORPORATION OF INDIA**

**Designation : INSURANCE CONSULTANT**

**Job Profile**

Learning of various products launches on periodic basis, study and prepare analysis of the

 Benefits , prepare list of clients/prospectus to do the canvassing

 And convince the clients as to why the particular product is so special and important.

Fill the forms and close the sales.

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| *Degree/**Exam* | *School/**Institution* |  | *Class/**Percentage* |
| SSCHSSCB.ComM.com. | Goa BoardGoa BoardGoa UniversityS.UniversityKolhapur |  | 55%53%49%55% |

**Additional Qualification**

DIPLOMA IN TYPING

DIPLOMA IN COMPUTER

TALLY PACKAGE: Worked on tally since 1996 and have excellent knowledge.

COURSE IN PEACH TREE ACCOUNTING SOFTWARE: AT SAFI TRAINING CENTRE

 DEIRA, DUBAI, UAE.

BIODATA IN BRIEF

NATIONALITY: INDIAN

DOB: 30th Nov. 1971

MARITAL STATUS: MARRIED

EXPERIENCE: 15 > YRS ACCOUNTING ON TALLY 5.4

LANGUAGES KNOWN: ENGLISH, HINDI , MARATHI, KONKANI

HOBBIES: CRICKET, CHESS.