**CURRICULUM VITAE**



**Anmol**

**CAREER OBJECTIVE**

To pursue a challenging career in progressive environment where learning, innovation and creativity are encouraged, where my skill set can be enhanced to their maximum potential to contribute to the overall success and growth of the organization. A well-presented, articulate and confident individual with proven ability to provide exceptional customer service and assure customers leave with a lasting positive impression.

**PROFILE AT A GLANCE**

* 3 years of UAE work experience as an Accountant.
* 2 years of UAE working experience in hotel Industry as a Guest Relation Officer
* Expert in handling people in diverse nationalities.
* Smart-Worker, innovative and creative thinker.
* Maintain personal integrity, honesty and team player.
* Polite, respectful, self-motivated and quick learner.

**PROFESSIONAL EXPERIENCE IN UAE AND INDIA**

Organization :**Vennlife Resorts, Nagpur, India** (February2019 tillDecember 2019)

Position : Accountant

Job Profile:

* Making Invoices for Guests
* Updating Accounts Receivables and Accounts Payables
* Generating Profit and loss statement every month.
* Telly Cash Received from Resorts daily and Maintaining Accounts
* Generating daily reports and updates to head of the department.
* Night Audit
* Managing event’s and co-operate clients
* Maintaining sales records.
* Processing Staff Salary
* All bank related works.
* Issuing cheque’s to suppliers
* Followup payment related to Guest’s from Reservations department
* Followup payments through online sites and travel agents.

Organization : **Al Taqdeer Al Rafia, Dubai, UAE.** (January 2017 tillDecember 2018)

Position : Accountant

Job Profile:

* Cross-checking all invoices, sales and purchases made on a day
* Making Invoices for the customer.
* Making cheque’s for the suppliers and follow up for payments.
* Handling all accounts related work for all 5 outlets
* Updating accounts receivables and accounts payable.
* Profit and loss statement at the end of the month
* Retail pricing for all items on store
* All bank related duties
* Examine bank statements and Reconciliation
* Salary transfer for all staff
* Passing entering for damage goods, negative stock, Journal Entries
* Managing staff and helping them with quires
* Keep record of customer interactions, process customer accounts and file documents.

Organization :**Four Points by Sheraton, Bur Dubai, UAE.** (August 2014 till October 2016)

Position :Guest Service Associate

Job Profile:

* Process all guest check-ins by confirming reservations, & assigning rooms.
* Co-coordinating with house-keeping and different departments.
* Answer, record and process all guest calls, messages, request and concerns.
* Generating daily reports and updates to head of the department.
* Cashier functions
* Handle complaints, provide appropriate solutions and alternatives within the time limits.
* Night Audit
* Booking travel tours for the guests.
* Arranging drop-off and pick-up for the guests
* Keep record of customer interactions, process customer accounts and file documents.

Organization : **Savoy Park Hotel, Dubai**  (January 2014 till August 2014)

Position : Guest Service Associate (6 Months Internship)

Job Profile:

* Process all guest check-ins by confirming reservations, & assigning rooms.
* Co-coordinating with house-keeping and different departments.
* Answer, record and process all guest calls, messages, request and concerns.
* Handle complaints, provide appropriate solutions and alternatives within the time limits.
* Keep record of customer interactions, process customer accounts and file documents.

**ACADEMIC CREDENTIALS**

* 2010 – 2013 : BBA- Bachelor in Business Administration - 1st Division

(Tirpude College of Social works, Nagpur, India.)

* 2008 – 2010 : HSC - Higher Secondary Certificate - 1st Division

(Our Own English High School, Dubai, UAE.)

* 2007 – 2008 : SSC- Secondary School Certificate - 1st Division

(Our Own English High School, Dubai, UAE.)

**ADDITIONAL ACADEMIC CREDENTIALS**

* Post Graduate Diploma course from “Frankfinn Institute of Air Hostess Training”2012-2013(Aviation, Hospitality & Travel Management) from Nagpur, India.

**TECHNICAL KNOWLEDGE/ IT SKILLS**

* Proficient Microsoft Office(Word, Excel, Outlook)/MSPowerPoint
* IDS
* Opera
* Tally 9
* Ipos

**PERSONAL INFORMATION**

Gender :Male

Marital Status :Single

Date of Birth :4th November 1991

Nationality :Indian

Languages :English&Hindi

Visit Visa : Valid Till 30th March 2020

Hobbies :Swimming, Cricket&listening music.

Personal Contact : [anmol-294160@2freemail.com](mailto:anmol-294160@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

**DECLARATION**

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

Yours Sincerely,

**Anmol**