**SANTHOSHA**



**Email:** [santhosha-395956@gulfjobseeker.com](mailto:santhosha-395956@gulfjobseeker.com)

**Address:** Dubai, United Arab Emirates

**EMPLOYMENT OBJECTIVE**

Looking forward to join a reputedorganization where I shall contribute in a professional manner and be a key part of the growth & success of the company. In return, I will gain experience, enhance my knowledge and abilities which will aid and encourage me in future.

**PROFESSIONAL EXPERIENCE:**

Overall 13 years experience in UAE.

**HOTEL in DUBAI**

**Cost Controller & Purchase In charge**

**(December - 2017 – present)**

* Menu costing, menu pricing and introducing or changing of menus according to the Food and Beverage Department’s requirements.
* Conduct monthly inventory of food, beverage and other storeroom items.
* Tracking the Complimentary Report every day.
* Spot checking of the restaurant system.
* Assist the Financial Controller for all the reports.
* Monitoring Wastages.
* Monitoring and resolving the issues from the store to kitchen.
* Monitoring the liquor cost summary and variance report on daily basis.
* Checking the void and the discounts bill.
* Handling all Day to Day Transactions of Store,Handling the Entire Store Department such as F&B Store, General Store, Engineering Store Items Of Purchase.

Keep purchasing and storage areas clean and organized as per the chef’s standards.

* MIS Reports & Analysis –Food, Beverage &Tobacco Cost Reports (Daily, Weekly & Monthly) & all other revenue generating outlets in the Hotel.
* Implementation & Monitoring the Policy &Procedure of the company at time to time.

[**Group of Hotels, Resorts HYPERLINK "https://www.linkedin.com/vsearch/p?company=Ramee+Group+of+Hotels%2C+Resorts+%26+Apartments&trk=prof-exp-company-name"&HYPERLINK "https://www.linkedin.com/vsearch/p?company=Ramee+Group+of+Hotels%2C+Resorts+%26+Apartments&trk=prof-exp-company-name" Apartments**](https://www.linkedin.com/vsearch/p?company=Ramee+Group+of+Hotels%2C+Resorts+%26+Apartments&trk=prof-exp-company-name)

A Resort and apartment consist of 35 leading business and leisure hotels located in the All over United Arab Emirates, Bahrain, Oman and India. The Ramee group of hotels is known as strongest upcoming hotel chain in Middle East& India.

**Beach Resort in Dubai**

[**Chief Accountant**](https://www.linkedin.com/vsearch/p?title=Chief+Accountant&trk=prof-exp-title)

**(Apr 16 – November -2017)**

HandlingAccounts Department inclusive of all departments – Accounts Receivable, Accounts Payable and General Cashier as well.

**General Cashiering:**

* Collecting and verifying the daily cash from the Front Office as well as Outlets
* Verifying the night audit reports , and comparing the cash revenue received.
* Handling the Petty Cash and Expenses with the authorization and reimbursed on monthly basis.
* Maintaining the daily cash book.
* Dealing with all Foreign Currencies
* Maintaining the IOU & cash , petty cash and expenses details along with the proper backups and keeping informed to the management.

**Accounts Receivable:**

* Maintaining the daily ledger verification of Debtors.
* Verifying the check out folios for the proper backups attached
* Preparation of Debtors Invoices on weekly basis, and doing a regular follow-ups regarding the payment.
* Credit Card reconciliations on daily basis.
* Preparation of Aging Summary for the management to be submitted on Quarterly Basis.
* Collection Report to be maintained for the Debtors collections made.

**Accounts Payable:**

* Preparation of Bank Books and verifying the clearings through online banking.
* Preparation of revenue reports on daily basis for the Chairman and to the management office.
* Preparation of Supplier Cheque along with all necessary backups.
* Preparation of LPO, for the Irregular purchases done, after collecting and comparing the minimum required number of Quotations.
* Bank reconciliation to be processed on weekly basis.
* Preparation of Monthly MIS reports i.e P&L Report.
* Monthly Municipality Tax Reconciliation and preparing the payment to be done before the deadline.
* Monthly reconciliation of DEWA (Electricity & Water) Etisalat (Telephone) bills , and preparing the payments with the supportings.
* Preparing the staff salary on monthly basis and making payments with proper verification of their punching details.

**Stores &Controls**

* Also, looking after supervision of stores and controls department
* Preparation of cost report
* Daily & weekly inventories for liquor, food stores etc.
* Preparation of reports for the management regarding daily sales in department wise and reporting NC consumptions.
* Daily store receipt & issue books monitoring
* Store orders for suppliers will be monitoring through stock taking.
* Vendor negotiations & finalizing.
* Random bill auditing for daily outlet bills
* Verification of vouchers received in the outlets
* Item creation and discount and option controls for individual id’s in PMS etc.
* Yearly and quarterly comparison of cost reports with previous year.
* Cost budgeting , and cost controlling.

**Hotel in Karama (4 Star Deluxe)**

**General Cashier**

**(Feb 2011 – Oct 2013)**

Key Areas of Experience and Responsibilities:

* Preparation of revenue and expense budget and review of variance on monthly basis.
* Monitoring cash flow position to ensure that optimum level of funds for the smooth running of operations and funding for one of the properties.
* Overseeing financial accounting, management accounting, payroll, cash flow, and stock control.
* To collect all Front Office and Food & Beverage cashier’s remittance envelopes from the drop safe daily and to verify them against the witness sheets.
* To count cash, Cheques and credit card data transmissions and verify them to the cashier’s PMS remittance report details.
* Maintaining of the IOU books, and updating on regular basis.
* To prepare daily bank deposits of all cheques and cash, and to ensure that all cash collections are deposited intact.
* Handling of the Foreign Currencies, and to ensure to have a daily update on the market rate to exchange all the currencies at the high rate to earn more profit.
* Maintaining daily cash expenses as Petty Cash Transaction to ensure the smooth operations. Make sure the backups are safe and maintaining a good filing for the backups.
* Arranging the Change required in various denominations required for the daily operations of the Hotel Outlets by keeping in touch with the bankers
* End of the month Reimbursement to be prepared for all the petty cash transactions made for the approval of the management and to prepare the cash reimbursement.
* Preparing the Staff Salary and Distributing the salary on time either cash or bank deposits.
* Preparing the required reports and submitting it for the yearly auditing of the Accounts

(2013 with Deloitte & Touché)

* Maintaining the Bank Book updated on regular basis, to have the control over the Bank Balance. Finalization of books of accounts on monthly basis.

**Hotel in Karama (4 Star)**

**F & B Controller**

**(Mar 2007 – Feb 2011)**

Key Areas of Experience and Responsibilities:

* To Check all the F&B bills/ discount bills and verifying the authorized signatures
* To verify all the KOT’s for the bills
* Taking daily Liquor Inventory on all the outlets to ensure the stock.
* Checking the Void bills and ensuring its reliability
* Maintaining the Registers for Entrance Coupons and the free drink coupons to maintain the serial numbers.
* Daily preparing and submitting the reports to the higher managers.
* Preparing and submitting the monthly cost report to the Management Preparation of revenue and expense budget and review of variance on monthly basis.

**Regent Beach Resort, Jumeirah (3 Star)**

**Store Keeper & Purchase in Charge**

**(Dec 2005 – Mar 2007)**

Key Areas of Experience and Responsibilities:

* Daily maintain the stocks as per the requirements in the stores for FMCG
* Daily issuing the stocks to the Kitchen and other departments as per the requisitions they provide.
* Daily preparing the stock reports at the EOD to make sure to have the exact stock.
* Receiving the Items from the suppliers by verifying the quality of the product and the specifications as per the placed order.

**Akbar Travels of India Mangalore**

**Travel Executive & Reservations**

**(Dec 2004 – Aug 2005)**

* Counter staff in the office to making the ticket confirmations, and making the booking through Galileo Software.
* Handling all the customer documents for International & Domestic air passenger

**Devanand& Company Chartered Accountant Firm**

**Trainee**

**(May 2004 – Aug 2004)**

Basic accounting for day-to-day financial transactions of a company.

**SKILS & ABILITIES**

Proficient in MS Word, Outlook & Excel.

* Efficient in IDS software – Hotelier Version.and WINHMS
* Efficient withTally.

Successfully completed **BASIC FIRE AND SAFETY**, conducted by:Conrad Hotel 2018

Food and Hygiene Certificate by HACCP.

**EDUCATION**

**Bachelor of Commerce Mangalore University**

**PERSONAL PROFILE**

* Nationality: Indian
* Marital Status: Married
* Date of Birth: February 18, 1982
* Visa Status: Residency

**DECLARATION**

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

**SANTHOSHA**

**DUBAI**