**Curriculum Vitae**



**ARUNA**

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Dubai, United Arab Emirates

**Objective:**

* Determine Finance & Accounting, seeking a challenging position within the Finance & Accounting Department, in a world class organization. To fully utilize my skills and abilities, in order to provide top quality services for the organization.

**Education Qualification:**

* Master Degree from Annamalai University Tamilnadu, India.
* HOSPA Certification (British Academy of Hospitality Accounts)

**Computer Knowledge:**

* Excel, Word, Power-point

**Trainings:**

* ISO Certified Internal Auditor
* Task Trainer
* Fundamental Of Excellence
* Food Hygiene

**Employment History:**

**5-star Hotel**

Receiving Clerk (2002 to 2003)

Store Keeper (2003 to 2004)

Finance Assistant – Cost Control (2004 to 2010)

**5-star Hotel**

Finance Executive (2010 to 2011)

**5-star Hotel**

Cost Controller (2011 to 2012)

**5-star Hotel**

Cost Controller (2012-2014)

**Present – From 2014**

**5-star Hotel**

**Finance Executive – Cost Controller,**

**Main Duties:**

* Implement Internal Control strictly
* Checking the report of daily flash food cost
* Menu Engineering to identify menu items popularity and profitability
* Investigating spoilage, inter-bar transfers
* To prepare any other cost evaluations required by the head of the department.
* To ensure that the correct receiving procedures are adhered to in accordance with the internal operating procedures manual.
* To manage the monthly inventory process and the correct posting of month end inventories in the system.
* To prepare menu recipe costing.
* Spot check on bar that has significant shortage in stocks on previous bar report.
* To take monthly inventory of all Beverage and General Items of stores and bars.
* Provide Heads of Department with financial data necessary to allow them to analyse their performance and run their departments profitably.
* Well-Versed with Micros-Enterprises Management Console system
* Menu item insert and Touch screen designing in Micros.
* Post JV in SUN System.
* Analyse cost % of all the restaurants.

**Month End Process**

* Food, Beverage and Tobacco cost report
* Mini Bar report
* Entertainment Summary
* Officer’s Meal Summary
* Inventory Turnover
* F&B Statistics report

**Assist to Finance Manager**

* Bank Reconciliation
* Balancing A/P with trial balance
* A/R balancing with the ageing
* Preparation of prepaid JV
* Preparation of payroll JV
* Preparation of accrual JV
* F&B Allocation
* Reconciliation of balance sheet accounts.
* Send Inter Company Invoices and get Confirmation
* **Personal Information**

 Nationality :

 Visa Status :

Indian

Employment Visa-Transferable

* Valid UAE Driving Licence