

Ashwini Poojari



Engineering Documents Controller/Accounts Payable

Personal Info

Date of Birth: 12/06/1996
Sex: Female
Nationality: Indian
Religion: Hindu
Visa Status: Employment Visa

Contact Details

Address: Dubai-UAE
Mob: 00971-0547569397
Email: ash12poojari08@gmail.com

Skills

- Adaptable
- Confident
- Hardworking
- Reliable
- Responsible
- Determined
- Time Management
- Working under pressure

Languages

English, Hindi, Konkani, Marathi, Tulu

Objective:

Looking forward to a challenging opportunity to work with professionals to rise garnering Experience and self-growth in an environment wherein I could learn & grow as an individual along with the company where my Personal aspiration will be complementary to the organization

Work Experience:

- Currently working at Ghaya Grand Hotel as Engineering Documents Controller & Accounts Payable since February 2019.
- Worked at Sandalwood Hotel & Retreat, Goa, India as Accounts Assistant from February 2018 to December 2018.

➤ POSITION 1: Document Controller/ Secretary (Engineering)

- Verify the information on engineering records to ensure accuracy and authenticity.
- Verify information on purchase orders to ensure purchases are consistent with the project needs.
- Organizing training sessions or hire external trainers to enhance the operational efficiency of the department.
- Assisting auditors
- Compile and maintain control records and related files to release blueprints, drawings and engineering documents
- Preparing reports and memorandums
- Perform other related duties as required for PPMs
- Ensuring all documents are as up to date as possible
- Handle team member and guest requests by delegating to the appropriate individuals and follow up to ensure department and hotel standards are met
- Assists in the day-to-day monitoring and maintaining of BMS(Business Management System)
- Providing assistance to the GM by encoding correspondences, handling incoming calls and random visitors, setting meeting with various department, etc.
- Follow-ups with different departments, suppliers, service providers for any pending documents or work as requested by GM

➤ **POSITION 2: Accounts Payable**

- Keeping track of all payments and expenditure, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances and solve any discrepancies
- Maintaining historical records.
- Paying employees by verifying expense reports and preparing pay cheques.
- Paying vendors by scheduling pay cheques and ensuring payment is received for outstanding credit,
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process
- Correspond with vendors and respond to inquiries
- Handling all telephone inquiries relating to accounts payable issues
- Maintain confidentiality of organizational information.
- Providing Director of Finance with assistance whenever required
- Maintaining vendor files. Raising and tracking invoices.
- Enter and upload invoices into system
- Ensure that all invoices are coded correctly, with the proper department, account code, and sub-account code.

➤ **Accounts Assistant**

- Perform general duties and administrative tasks.
- Accounting daily sales transaction in Tally and preparing final reports for presentation to management.
- Preparing tax documents for individuals and businesses.
- General office duties, answering phone calls, filing and distributing the post.
- Preparing payment advises for signatures.
- Raising accounts receivable invoices and further processing for payments.
- Recording all cash activity on a daily basis.

- Preparing and maintaining petty cash accounts on a weekly basis.
- Maintaining credit card transaction records on a daily basis.

Certification:

1. Awarded as “Employee of the month” by Ghaya Grand Hotel.
2. Cross- Department Certification training in **FINANCE** from May 2019 to July 2019.
3. Cross- Department Certification training in **Reservation and Revenue** from January 2019 to March 2019.

Education:

- **Bachelor’s Degree**
 - Stream: Bachelors of Commerce
 - College: Vidya Prabodhini College, Goa- India
 - Year: 2017
 - Percentage: 70%
- **Higher Secondary**
 - Stream: Commerce
 - School: Peoples higher secondary, Goa-India
 - Year- 2014
 - Percentage: 78%
- **High School**
 - School- Dr. K. B. Hedgewar High School, Goa- India
 - Year- 2012
 - Percentage: 75%
- **Degrees and Diploma**
Diploma in Financial Accounting from MICE, Goa-India

Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

❖ **ASHWINI POOJARI**