

**Abhiram c.p**

**Mob: 0508416022(UAE)**

**Nova Park Hotel King Faisal Road 118**

**Mob:9633691511(INDIA)**

**Chenappilakkil (H), kunnamanglam,Calicut,kerala,India**

**Email: Abhiramcp95@gmail.com**

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| **CAREER OBJECTIVE** |

To perform challenging assignments in a reputed company where I can utilize my knowledge for the concern’s growth and my career enhancement.

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| **EDUCATION** |

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| **YEAR** | | **DEGREE** | **COLLEGE/**  **SCHOOL** | **UNIVERSITY/**  **BOARD** | **MARKS** |
| 2012 -2016 | | **Bachelor of Hotel management** | **Oriental school of Hotel management Lakkidi wayanad** | **CALICUT UNIVERSITY** | 85% |
| 2010-2012 | | **Plus Two in Commerce** | **K.H.S.S kunnamanglam** | **BOARD OF HIGHER SECONDARY EDUCATION** | 75% |
| 2009-2010 | **SSLC** | | **K.H.S.S**  **Kunnamanglam,** | **BOARD OF PUBLIC EXAMINATION** | 75% |

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| **COMPUTER PROFICIENCY** |

* Software - MS Office, Microsoft Excel , Power Point
* Professional knowledge in OPERA, MICROS, Symphony , Space, FBM

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| **PROJECT** |

* **Topic**: Role of House keeping in J.W Marriot Hotel Pune, Maharashtra

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| **EXPERIENCES** |

* Worked as a Income Auditor in Radisson blu Resort Sharjah from 01.04.2019 To 31.5.2020
* Worked as a Night Auditor in Radisson Blu Resort Sharjah from 1.1.2018To 1.4.2019
* Worked as a public area supervisor in Radisson Blu resort Sharjah from 6.8.2016 To 1.1.2018
* Worked as a H.K Room supervisor in Radisson Blu resort Sharjah.from same period.
* Trainee At J.W Marriot Pune. for 6 Months.( 2 Months in All Four Department).

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| **Duties & Responsibility** |

**Income Auditor**

* Collecting daily outlet, Bills, Paid outs,Refunds
* Check The Daily hotel discount with attachments
* Checking the foreign currency& and update
* Reconcile The hotel revenues and post in the system
* Preparing daily J.V
* Post Daily A.R collections in the system And reconcile With Reports
* Check The Travel agent Commission (such As Booking.com,Expedia,TACS,ONAK,And forward To A.P for the payment

**Accounts Payable**

* Posting all the invoices in Space software
* Preparing Supplier Cheques
* Preparing staff vacation Cheques
* Preparing Wire transfer letter for outside the country transactions

**Public Area Supervisor**

* Preparing Daily Task Sheet
* Distribution of job to employees
* Cordinate with staff for to Do all public Area cleaning Such As Hotel reception,Vaccated Rooms, Toilets
* Polishing Marbles,Carpet shampooing,vaccuming Areas
* Deep cleaning for Food and Beverage outlets
* To Perform spot checks chemical inventory purchase
* To Perform Store & site spot checks on Selective fast moving Inventory items.
* Checking all Staff grooming.
* Checking and preparing Duty roaster.
* Preparing Monthly Store Inventory.
* Do the spot cleaning on weekly basis
* High Dusting on twicelyin aweek
* Do the woodenpolishing,and washing guest walking areas, steel polishing

Guest elevators, Release Clean rooms in the system and physically,

Informe pest control services for routine basis,prepare maintanence requests.

**Night Auditor**

* Checking all the outlet bills
* Checking all the front office transactions (Paid out, Refund, Miscellaneous, Allowance) etc.
* Preparing Credit Card Reconciliation
* Checking City ledger
* Preparing night audit reports
* Preparing revenue report for the management

**Accounts Receivable**

* Transferring FO data to AR
* Preparing Credit Card Reconciliation
* Generating daily credit invoices.
* Follow up payments from companies
* Checking daily city ledger
* Preparing credit card commission report
* Checking Pay master folio and no show daily basis

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| **EXTRA CURRICULAR ACTIVITIES** |

* ACHIEVEMENTS
* Attend A flower Arrangement Work shop by well known Florist Jerard castelino
* Employee of the Month award from Radisson Blu Resort Sharjah
* various out door experience at vytiri village Wayanad ,Gate way by Taj Calicut,chillies catering Calicut, Top form catering Calicut, Salim Hassan food wagon Kannur.
* Worked in Vytiri village as a Laundry ,and Linen distributers
* Got Appriciation letter from J.w Marriot Pune for the H.k Department Performance.
* HOBBIES
* Playing Batmintion
* Swimming
* Travelling
* STRENGTHS
* Motivated and Dedicated
* Training Skill
* Team Work
* Leadership Quality
* Friendly and Adaptive
* Hardworking
* Flexible
* LANGUAGES KNOWN
* Malayalam (Read, Speak & Write)
* English (Read, Speak & Write)
* Hindi (Read, Speak & Write)
* Tamil( speak)

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| **PERSONAL PROFILE** |

Father’s Name : Ravindreen C.P

Sex : Male

Date of Birth : 28.02.1995

Marital Status : Single

Religion : Hindu

Nationality : Indian

Passport No : N1436943

E-mail : abhiramcp95@gmail.com

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| **DECLARATION** |

I ABHIRAM C.Phereby declare that, all the information furnished above is true to the best of my knowledge and belief.

Yours faithfully

ABHIRAMC.P