

RESUME

Amol Suresh Umbarkar

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❖ Objective

- Intent to join an organization with committed and dedicated people which help me to explore myself fully and realize my potential.

❖ Educational qualification

- Pursuing MBA-Banking/Finance Management Master degree from JNU India, Manama, Bahrain. (2019-2021)
- B. Sc - Financial Management Form Punjab Technical University – Goa, India (2010-2013) With 66.30%
- HSC From Pune Board (2009-2010) With 66.67% (Science background)
- SSC From Pune Board (2007-2008) With 66.46%

❖ Areas of interests

- Finance – Senior Accounts Payable
- Asset Management Assistant/Coordinator

❖ Technical knowledge

■ **Good Knowledge Of**

- Stanford University Network (SUN 6 - 6.02.01.0188 013)
- Infor EAM 11.11 Build (Fix Asset Management System)
- Opera Cloud live (V5 & V9)
- Opera v5
- Micros Pos 9700 &
- Symphony 2
- Oracle Hospitality Materials Control (8 - 8.8.31.21555)
- Oasys & Edoc's (Pay Rolling Software)
- Outlook
- Microsoft Excel,
- Word & PowerPoint.

❖ **Currently working as Payable/Assets Co-Ordinator At Sevens Holding SPC Manama, Bahrain. (From 15 May 19 to till Date)**

Experience

- Movenpick Hotel Doha, Qatar from 27-Sep-2018 to 06-May-2019 (Assets Co-Ordinator/ Accounts Payable)

Well Handled – Manager on Duty Task(MOD)

- Ensuring employees are offering exceptional customer service
- Making sure customers are happy with the service and products
- Coordinating with department managers on various matters and issues
- Must be able to make decisions quickly and efficiently, work under pressure, prioritize and as always with consideration for staff and guests
- Preparing the MOD Report & send it to all HOD's.

Assets Co-Ordinator

- Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records.
- Adds controlled and capitalized assets to the fixed asset database. Enters straightforward information (i.e., asset number, class code, acquisition date, simple description and historical cost).
- Affixes inventory tags to designated assets and equipment. Replaces damaged asset tags - Maintains perpetual inventory records by gathering inventory data, completing required forms/logs and entering, deleting and correcting inventory. May maintain pending fixed asset files.
- Enters asset repair cost and utilization information to assist in replacement planning decisions.
- Performs field inventory by physically locating, identifying and counting assets. Enters manual counts and uploads bar code data from inventory results into the fixed asset management system.
- Builds exception file and prints report. Locates missing inventory, performs location transfers and reconciles exceptions. Prints inventory summary and status report. May assist in scheduled closing procedures.
- Assists with handling surplus and storage areas of inventory section. Resolves minor inventory location/usage discrepancies. May prepare and submit reports regarding alleged theft, misuse of property or minor problems in property management

Accounts Payable

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances - Paying employees by verifying expense reports and preparing pay checks
- Posting & Filling - AMC, F&B & General Invoices
- Maintaining Aging for Supplier payment as per requirement
- Maintaining record for Advance Paid Supplier & Follow up for Invoice with Task completing Certificate
- Creating New Vendor in System as Per Request

- **06 Month Working at Movenpick Hotel Al Aziziya Doha Qatar (As Cost Controller)**

- Prepare the daily food cost report & send to the management. - Check all complimentary checks on daily basis & prepare JV's.
- Check supplier invoice on daily basis.
- Prepare Costing, Supplier creation & Article creation. - Check the ordering for all outlets.
- Spot check for stores & outlets randomly.
- Do month closing every month (Transferring FMC data to SUN System)

- Prepare JV's & Post it to the SUN System.



01 Year in Movenpick Hotel Al Aziziyah Doha (As General Cashier/Paymaster)

General Cashier

- Balance the drop and prepare the daily General Cashier summary.
- Disburse petty cash only based on properly authorized documentation.
- Count the safe daily and maintain a record showing balance.
- Count house banks bi-weekly basis.
- Balance petty cash issued with Accounts payable & Income auditor.
- Prepare daily roster & submitted to paymaster for month payroll process while month closing.

Paymaster

- Prepare Payroll (Oasys) – Process employee vacations, Final Settlements, Earnings & Deductions.
- Check daily roster for all dep. genuinely. Prepare JV's (Salary, Accrual, Ticket, Leavers & Head Count)
- Final Check the payroll with Human Resource Dep. & Assi. Finance Manager.
- Do the correction if needed. Take the approval from Financial Controller & Hotel GM.
- Process the salary & Post JV's to SUN system for monthly recording.



06 Month in Movenpick Hotel Al Aziziyah Doha (As Receiving Clerk)

- Received all the Delivery Items.
- Posting the entire Invoice in System.
- Following up with the supplier regarding pending delivery items.
- Posting transfer & Maintain the store.
- Daily Checking Stock - Ordering the Food, Beverage & General items for store.
- Prepare all the reports which is require for month closing process.



01 Year in Grand Heritage Hotel & Spa Doha Qatar (As Housekeeping Coordinator)

- Prepare Duty Roster.
- Prepare Daily Attendance Working Sheets (Staff Allocation)
- Co-ordinating with Other Departments.
- Prepare Room Discrepancy Report to Front Office.
- Post Laundry Charges to Respective Guest Polio.
- Prepare Inventory for Closing Month (Linen, Guest Amenities, Missing & Broken Items)
- Handling Guest Lost & Found Procedure & All Inquiry.



01 Months Gateway Hotel Nashik (Taj Group - As Front Desk Agent)

- Handled Guest Checked In & Check Out.
- Compute bills, collect payments from the Guest.
- Answered Guest Calls & Respond Guest Service Request.
- Handled all reservations also booking events & private parties.
- Coordinating with Respective Departments.
- Prepare Night Audit Reports (Comp. Report, News Paper Report)
- Prepared Daily Duty Roster for Payroll Procedure.



Achievements & Extra Curriculum Activity



- Well Handled - Manager on Duty Task at Movenpick Hotel Doha Qatar.
- Completed Cross Training as Cost Controller, Cashier/Paymaster & Accounts Payable.
- Got Employee of the Month-Aug-2017 (Heart of The Hotel)
- State Level Soft Ball, Base Ball & Cricket.

❖ Skills & Capability

- Good Communication Skill, Confidence, Positive Attitude Etc.

❖ Strengths

- Ability to work in team and can lead the team as well.
- Hard working with positive attitude toward my career and my life.
- Self-motivated.

❖ Personal Details

- Gender - Male
- Date of Birth - 18/Sep/1992
- Marital status - Unmarried
- Languages known - English, Marathi & Hindi.
- Hobbies - Travelling and listening songs.

❖ Others

- Love to work in multicultural work environment.
- Enjoy challenges and able to work towards making solutions through hard work.
- Punctual, Co-operative, Motivated and very friendly nature.
- Strong work ethic.

❖ References

Mr. Ghayas Uddin Financial Controller Movenpick Hotel Doha, Qatar Mob: +974 55891328 Email - Ghayas.Mian@movenpick.com

Mr. Ganeshan Padmanabhan Director of Finance Shaza Hotel Doha, Qatar Mob: +974 50970489 Email - Ganeshan.Padmanabhan@gmail.com

Mr. Sami Awar General Manager Movenpick Hotel Doha Qatar Mob No - +974 55891320 Email – aawarsami@Live.com

Ms. Kaval Siddhu PR & Communication Manager Inter Continental Doha Qatar Mob No - +974 55891312 Email - kaval.siddhu@gmail.com

❖ Declaration

- I hereby declare that the above-mentioned information is correct up to my knowledge And I bear the responsibility for the corrections of the above-mentioned.

Place - Manama, Bahrain

Yours Faithfully

(Amol Suresh Umbarkar)