

# CURRICULUM VITAE



## **Ankur Pramanick**

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### **Objective**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and attain my career targets in the progress.

### **Professional Synopsis**

- Proficient in handling **Financial** functions of Finance Dept. with **around 11+ years** of experience.
- A keen communicator, with the ability to relate to people across all hierarchical levels in the organization.
- Ambitious proven track record, strong, decision maker, an independent thinker & have result oriented approach.

### **Professional Experience**

- Currently working with **Gulf Hotel Group**, Bahrain  
As **Account Receivable Officer – Finance** from Aug' 2019 till date
- Worked with **JW Marriott Hotel**, New Delhi  
As **Credit Executive – Finance** from Nov' 2015 till Aug'2019
- Worked with **Lemon Tree Hotels Ltd** (Business Unit), New Delhi  
As **Team Leader- Account Receivable- Finance** from Nov' 2012 till Oct'2015
- Worked with **Hyatt Amritsar**, Punjab  
As **Team Coordinator – Finance** from Nov' 2009 till Oct'2012



### **Roles & responsibilities handled: -**

- Ensuring 'Bill to Company' bills are processed including the dispatching of all bills with the proper supporting and documentation and follow up for the delivery of the bills.
- Prepare Group Billing, Airlines billing.
- Handling all major conferences, events and ensuring accuracy in the billing which includes handling Banquet Billing.
- Monitor PM account along with Event Manager and Front office Manager.
- Responsible for the smooth functioning of the Credit Department
- Ensure that credit card processing is as per ISOP, LSOP and PCI Standards for Credit Card
- Handling Debtors queries and debtors follow up for speedy recovery and collection.
- Scrutinize the Advance Deposit Ledger and City Ledger
- DCSO and achieved the Goal as per the Marriott Standard with Zero Bad debts.
- Monthly Credit Review meeting & making Minutes of Meetings.
- Preparation of Monthly Debtors MIS Report and Executive summary.
- Verify refund voucher and supporting prepared by Accounts Receivable for excess swipe amount for submission to DOF and Accounts Payable
- Ensuring the Credit Policy & debt collection procedure is respected
- Responsible for credit evaluation, assigning credit limit and terms to the customers. Educate all customers to maintain their account current by quarter month. Develop and maintain an efficient Debt Management System
- Helping to Income department to resolve the internal disputes with other departments.
- Performing the monthly Book Closing and preparation of reconciliation reports.
- Preparation and submission of periodic reports to internal users.
- Maintaining records, registers and documents in order to facilitate internal and external audit.
- Review supporting documents verifying the accuracy of the balance of receivables
- Preparation of bank Reconciliation statement –Collection Account
- Preparing FIRC statement on Monthly Basis.
- Performing the monthly Book Closing and preparation of reconciliation reports
- Preparation and submission of periodic reports to internal users.

### **Educational Qualifications**

Qualification	University/ Board	School/ College name	Year of passing
10 <sup>th</sup>	CBSE	M B DAV Sr. Sec. Yusuf Sarai , New Delhi	2003
10+2	CBSE	M B DAV Sr. Sec. Yusuf Sarai , New Delhi	2005
B.COM(P)	Delhi University	Deshbandhu Collage New Delhi	2008

PGDFM(Finance)	SVKM's NMIMS University	SVKM's NMIMS University, New Delhi	2011
LEAD Program	Marriott International	Leadership, Education & Development for Growth Program, New Delhi	2017

## Technical Skills

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- Knowledge in MS Office.
- Working knowledge on Opera, and Reporting Software of Micros/Symphony, Sun System, Prolific & Tally

## Strengths

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- Leadership and organizing capability.
- Punctuality in commitments and accuracy in working.
- Hard working and competence.
- Innovativeness and problem analysis capability.
- Strong communication skills.

## Personal Information

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- Date of Birth : 29-May-1987
- Father's Name : Ashok Pramanick
- Marital Status : Married
- Languages known : English (Read, Write, Speak),  
Hindi (Read, Write, Speak)  
Bengali (Speak)

## Declaration

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I hereby declare that all the statements made above are true to the best of my knowledge and belief. I will be responsible for any discrepancy.

Date:

Place : Bahrain

**Ankur Pramanick**