

Anulal Reghunathan  
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## **OBJECTIVE:**

To grow along with a dynamic and progressive establishment which offers ample opportunities to further improve the skills which will allow me to excel my career growth graph along which will also enable me to be a vital part of your esteemed establishment.

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## **SUMMARY**

- 9 Years' experience in various position like Mechanical Supervisor, Night Auditor, Administration, Salesman, Accounts Assistant and Customer Support in GCC and India.
- Proficient in using Microsoft office applications.
- Strongly commercial with excellent communication and influencing skills.
- Energetic and capable of working independently and a good deal of autonomy.
- Have excellent time management skills and can meet the deadlines without compromising on quality.
- Recognized with long term association with past employers.
- Good listener, Team player and eager to learn new things.
- Quickly adaptable to the new work environments

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**Academic history:** Bachelor degree in Mechanical Engineering Visvesvaraya Technological University, India.

**Computer skills:** Proficient in MS office packages and Internet.

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## **Work history:**

- Working as Night Auditor for M/s Pars International Hotel, Bahrain(Jul'19 to Present)
  - Worked as Night Auditor(IDS) for M/s The Arch Hotel, Bahrain (Dec' 18 to Jul'19)
  - Worked as Night Auditor(IDS), Receptionist and Cashier for M/s Monroe hotel, Bahrain(Sep'17 to Dec '18)
  - Worked as Mechanical Supervisor in Cosmoplast, UAE (Feb'17 to Aug'17).
  - Worked as Supervisor in Karnadu logistics, Bangalore, India (Apr'16 to Jan'17).
  - Worked as Customer Support in Vodaphone center Bangalore, India (Dec'15 to May16).
  - Worked as Salesman com Cashier for M/s Honey bee backers, Kerala, India (Sep'10 to Dec'11).
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**Job profile:****Night auditing:**

- Managing all the employees during night time including cashiers, food and beverage team, housekeeping and maintains team.
- Checking whether all the staffs are in the hotel on time with proper grooming and well dressed.
- Reporting all the night activates to General Manager and Managing director.
- Physical stock taking, making reports and reporting to financial controller.
- Preparing daily Restaurant Revenue Report data by auditing point of service tapes/journals to break down revenue, covers, servers' fees, paid out and settlements by type and cashier.
- Run audit reports/journals from the front office system, point of service and the computer.
- Make corrections and adjustments and handle all computer problems that might occur throughout the shift.
- Input into the front office system revenue, expenses and allowances to generate the daily reports such as the Guest Ledger Summary and the Daily Restaurant Summary.
- Handle cash management, follow up receivables.
- Manage day to day financial transactions of the company.
- Maintain book of accounts in computerized environment.
- Prepare day to day cash and credit card transactions.
- Control petty cash, prepare render accounts of individuals.
- Responsible for daily funds, receivable persons and reporting to Finance manager.
- Able to work overnight shifts.

**Mechanical supervisor:**

- Providing exceptional guest service, including offering assistance to Colleagues and Guests in a courteous manner.
- Recommend and implement measures to improve production methods, equipment performance and quality of product.
- Work cooperatively with other departments to meet plant objectives, diagnose complex equipment problems, meet plant goals and manage department budget.
- Manage mechanical development projects and sub-projects.

**Sales man:**

- Welcomes customers by greeting them; offering them assistance.
- Directs customers by escorting them to racks and counters; suggesting items.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.

**Supervisor in logistic:**

- Ensuring all the aspects of logistics team, such as shipping, warehousing is working together to fill orders and deliver materials on a timely basis.
- Reviewing all the process and systems and design and implement new plans and procedures as needed.

**Receptionist:**

- Welcome guests in a friendly, prompt and professional manner.
- Register guests, issue room keys, provide information on hotel services and room location, process payment for stay, and close out guest accounts at time of check out, all according to management standards.
- Track room revenues, occupancy percentages, food & beverage revenues, and other operating statistics.
- Verifies all account postings and balances made during the day by the front office team members.
- Post room charges and room taxes to guest accounts and owner accounts within specified time period.
- Maintain a high level of professional appearance, demeanor and ethics in dealing both with guests, co-workers and subordinate.

**Customer support**

- Call Centre Operations.
- Inbound & Outbound Call Handling.
- Complaint Handling & Issue Resolution.
- Telephone Sales & Customer Support.
- Data Entry and Database Administration.
- Good communication skills and ability to work in a Team.

**Languages known:**

- English, Hindi, Malayalam, Tamil and Kannada.

**Personal details**

Nationality	: Indian
Date of birth	: 29 <sup>th</sup> May 1991
Sex	: Male
Passport no	: KA5670658
Date of Issue	: 03.07.2012
Date of Expiry	: 02.07.2022
Place of Issue	: Trivandrum
Extra-Curricular Activities	: Cricket, Volleyball and Badminton
Hobbies	: Reading, Internet and enjoying music

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**Declaration**

I hereby declare that all the above furnished statements are true and correct with my best knowledge and belief

Place: Manama

Anulal Reghunathan