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## CURRICULAM VITAE

Mahmudul Ripon

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**Career objective:**

Self-motivated professional with seven years of administrative experience in hospitality industry currently seeking a position to utilize strong technical and clerical skill to optimize company’s efficiency

Work experience:

* **Accounts Receivable/Payable** at Majestic Arjaan by Rotana (From 01/04/2017 to 30/06/2020)
* **Accounts Payable Job responsibility:**
* Control LPOs, check and verify long outstanding LPOs
* Check arithmetical accuracy, date, quality and receive stamp approval on the invoices with LPO or agreement
* Tally and receive total invoice and reconciliation of outstanding with total payable balance
* Follow up any discrepancies with the suppliers in writing
* Check and tally posted invoices with invoice totals and filed supplier-wise
* Ensure that other internal expense reports are approved by the Director of Finance / Financial Controller and the General Manager
* Ensure payment of internal expense reports with relevant approval e.g. salary, reimbursement of visa expenses to the Government Relations Officer, cash advance, loan, leave settlement, final settlement, etc.
* Ensure that all cheques to be locked and cheques should be endorsed.
* **Accounts Receivable Job responsibility:**
* Verify credit application forms of new customers to establish credit worthiness of the company
* Establish credit limits and send letters to the customer either accepting or rejecting the customer’s application
* Transfer daily city ledger data from Front Office system to Back Office Accounts Receivable module
* Verify the total transfer with city ledger folios
* Review the city ledger folios with supporting documents such as charge slips, LPOs, etc
* Follow up if required for billing instructions, LPOs, supporting documents, etc.
* Prepare invoices and obtain Director of Finance / Financial Controller signature
* Send the original invoices with supporting documents to the customer, file a copy of the full set in the customer file and another copy in the sequential file
* Calculate commission for credit card payments received
* Issue receipts for cash and cheques received from customers and credit card payment received directly to the bank
* Hand over all cash receipts to the General Cashier with receipt copy
* Prepare and give employee city ledger summary to the Paymaster on the 25th of each month
* Conduct monthly credit meetings and bad debt approvals
* Review credit check report and high balance report
* Send statement of accounts to all credit customers within a week of the month end
* Ensure that all outstanding credit should be followed up to ensure receipt of all amounts due
* Worked as acting **Income Auditor** At Majestic Arjaan by Rotana
* Worked as acting **General Cashier/ Paymaster** at Majestic Arjaan by Rotana
* Worked as acting **Purchasing Officer** At Majestic Arjaan by Rotana
* Worked as acting **Store Keeper** At Majestic Arjaan by Rotana
* **Receiving Agent** at Majestic Arjaan by Rotana (From 01/12/2015 to 31/03/2017)

**Job responsibility:**

* Ensure that all items received at the Hotel are in conformance with the LPO, Hotel Policies and Hygiene Standards. Prior to receiving, the goods must be physically inspected as necessary for count, weight and other visually identifiable product specifications
* Ensure that the inspected goods are delivered to relevant department and necessary acknowledgements are obtained from Department Head or representative
* Review supplier invoices and ensure that they are original with copy, numbered, itemized with clear description and free from clerical errors. Acknowledge satisfactory delivery with Hotel Seal and signature
* Ensure that the Supplier invoices are processed in FBM as per standards and in a timely manner
* Review and process the Deviations Report, Outstanding Order Report as per Hotel Standards
* Review on a weekly basis Outgoing Records (OR) for serial control and completeness.
* Identify OR that is outstanding and highlight it to Department Heads in the Outstanding Outgoing Record Report as per Hotel Standards
* Develop and maintain manual and computer filing system and ensure that the files are properly named, catalogued and access is restricted to authorized persons
* Operate in a safe and environmentally friendly way to protect guests’ and employees’ health and safety, as well as protect and conserve the environment
* Comply with the hotel environmental, health and safety policies and procedures
* **Housekeeping Team leader** at Majestic Arjaan by Rotana (From 17/05/2014 to 01/12/2015)

**Job responsibility:**

* Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.
* Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
* Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
* Coordinates work activities among departments.
* Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
* **Accountant** at Kohinoor Travels (From 01/08/2013 to 15/05/2014)

**Job responsibility:**

* 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 vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
* Calculate and send invoices to clients.
* Perform credit checks on new clients and partners.
* Maintaining historical records
* Paying employees by verifying expense reports and preparing pay checks
* Preparing analyses of accounts and producing monthly reports

Technical skills:

* Experience with the Microsoft Office, Microsoft Excel, Power Point, Outlook etc.
* Experience in working with Opera PMS, Sun system, Vision, PMS Bayan, Tiger, QMS & Micros
* Experience with the FBM/Jana material inventory system

**Key skills and competencies:**

* Communicate effectively (both written and verbally) with guests, management and staff employees
* Attentive to detail
* Good problem solving skills
* Effective time management skills
* Excellent team working skills
* Accurate and strong feeling for numbers
* Good internet researching skills

**Education qualification:**

* **Cross Training Certification for Income Auditor Position (2019)-***Majestic Arjaan by Rotana L&D Center, Bahrain*
* **Cross Training Certification for General Cashier & Paymaster (2016)-** *Majestic Arjaan by Rotana L&D Center, Bahrain*
* **High School Diploma (2013)-** *Montali High School & College*, *Bangladesh*

Language known:

* English
* Hindi
* Bangla, (native)

**Personal details:**

Father’s name : Abdul Kaium Mojumder

Date of birth : August 28, 1987

Gender : Male

Marital status : Married

Nationality : Bangladeshi

Religious : Muslim

Driving license issued : From Kingdom of Bahrain

**Reference :**

Name: **Mr. Salman Abdullah** (General Accountant)

Company: Majestic Arjaan By Rotana Hotel

Email: [salman.abdullah@rotana.com](mailto:salman.abdullah@rotana.com) Tel: 17370006

Name: **Ms. Megha Vinod** (Cluster Human Resources Manager)

Company: Downtown Rotana, Manama & Majestic Arjaan by Rotana

Email: [megha.vinod@rotana.com](mailto:megha.vinod@rotana.com) Tel: 13119999 & 17370010