**Saurabh Kawale**

Email: **saurabhkawale1998@gmail.com**

Mob: - **+91 8390481938**

**Permanent Address: - Current Company: -** VR Center

Sant Dnyaneshwar Ward **Work Location**: - Nagpur Near Snehdeep Convent  **Current CTC**: -2.80 lacs per Annum

Hinganghat Dist.: -Wardha **Expected CTC: -** Negotiable

Maharashtra.

Pin Code: -442301

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| Career Objective |

To Work with an Organization that would give me an Opportunity for my Personal Growth and Enhance my Professional skills in the Retail Industry & Hotel Industry.

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| Work Experience Details |

I have total Experience of 3.2 years

Experience of 2 Years in VR Company Nagpur.

**Duration        : Since 23rd Dec 2018/30th Nov 2019**

**Position : Food & Beverage Service (Waiter 7th & 5th Star Hotel)**

**Duration        : Since 13th Nov 2019/ Currently**

**Position         : Operation Executive Manger/Account Executive**

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| **Academics** |

Perusing Post Graduation MBA in Danwate National Collage Nagpur.

Degree in Tuli Collage of Hotel Management and Catering Technology, Nagpur, Maharashtra with a percentage of 77.66

Diploma in Govt.Institude of Hotel Management and Catering Technology, Nagpur, Maharashtra with a Percentage of 61.89

H.S.C. in Govt.MCVC Collage Hinganghat, Maharashtra with a Percentage of 72.46

S.S.C in Bharat Vidhya-lay School Hinganghat, Maharashtra with a Percentage of 51.20

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| Knowledge Preview |

Having knowledge on all the Accounting, Banking, Tally, Ledger, Statement, Collection, Summary Statement, Banking Reconciliation.

Having Knowledge on all the Operation Department in Retail Industry Example, Mall, Mall Store, Construction Mall etc.

Having Knowledge on all the Hotel industry in Waiter and Front Office Department (Guest Service).

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| Critical Equipment and Systems Handled |

* Housekeeping Equipment.
* Computerize System.
* Electrical Equipment.

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| **Emergencies Handled** |

* Customer Argument.
* Parking Emergency Handling.
* Medical Emergency.
* Customer Emergency Call Handling.

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| **Trainings Undergone** |

* Security Training.
* Permit Training.
* Cleaning Property Training.

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| **Roles & Responsibilities** |

**Accounts Roles & Responsibilities: -**

* Manage all Accounting Transactions.
* Making Pivot Table (Excel Data)
* Reconcile Brands Account Match Data.
* Handle Monthly, Quarterly and Annual Closings.
* Reconcile Accounts Payable and Receivable.
* Manage Balance Sheets and Profit/Loss Statements.
* Ensure Timely Bank Payments.
* Prepare Budget Forecasts.
* Audit Financial Transactions and Documents.
* Experience with General Ledger Functions.

**Operational Roles & Responsibilities: -**

* Daily Basis Update Report.
* Footfall Report in Digital, Manual, DFMD.
* I Have Some Knowledge of Technical Department.
* Customer Reviews.
* Complaints, Feedback, Lost & Found, Weekly Report or Daily Report, Parking Collection Report
* Patrolling Round as Per Mall Operation Checklist Daily Updates with Cleaning Related Issue Store Related Mall Operation Store Complaints HVAC /Electrical/Water /Technical Support/ Job Card Maintained in Register & Computer Report Maintained Daily Basis.
* Telephone Call Receiving about Products Details in Mall Customer Queries Questions Answers Brands, Store Related Inquiry, Mail Updated Communication in Helpdesk Management, Event Management, Complaints, Parking Related Issue, Feedback.
* Security Related Staff Related Issue Handling Situation, Incident, Thefts in Mall, Property Damaged, Recovery any Damage Customer /Staff / Store Staff.
* Audit Report, Fire Safety Audit Inspection Shop & Store, Book Keeping Checking Attendance Record Verification. Store Opening & Closing Report on Daily Basis.

**Hotel Roles & Responsibilities: -**

* Guest Service.
* Handling Food Order.
* Create Promotional Menu.
* Making Restaurant Billing.
* Team Work Daily Briefing.
* Check Daily Record & Report.

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| **Computer Proficiency** |

* MS-CIT
* MS-Excel

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| Personal Details |

* + Date of Birth: -26.09.1998
  + Mother Name: - Vidhya
  + Languages Known: - Hindi, English, Marathi (Basic Languages) French, Malaysian.
  + Marital status: -Single (Unmarried)
  + Area of Interest: -Account Department & Operation Retail Department.
  + Hobbies: - Reading, Travelling, Watching Serial & Movie etc.

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| Declaration |

I Saurabh Kawale hereby Declare that above Written to Particulars are true to the best of my Knowledge and Belief.

**Date: -** 30/06/2021 ( **Saurabh Kawale )**

**Place: -** Nagpur.