

## CURRICULUM VITAE

**Rajesh Jadala**



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### **OBJECTIVE:**

To work in an organization which will offer both challenges and opportunities to increase knowledge and responsibilities, with suitable levels of promotions, for maximum satisfaction.

### **EDUCATIONAL QUALIFICATION:**

Bachelor of Business Administration (BBA)  
Certificate of Public Health and Sanitation Technology (CPH&STech)  
Intermediate In Commerce  
Secondary School Certificate (SSC)

**Technical Skills** MS-Office (Adaco, Oracle, Micros and Windows)

### **Work Experience**

- ☐ **Samander commercial Brokers LLC as an Accountant current**
- ☐ **Samander Blue Garments Trading LLC as an Accountant current**
- ☐ **Finance Assistant Receiving at Hotel Zabeel House by Jumeirah The Greens pre-opening Team**
  - ☐ To maintain cleanliness and hygiene as per DM
  - ☐ To create Credit limit contracts with Suppliers
  - ☐ Receiving goods as per purchase order and Dubai municipality guidelines
  - ☐ Dealing with purchasing dept. and suppliers to get on time deliveries
  - ☐ To checking goods quality, quantity, correct items as per purchase orders
  - ☐ Purchasing items if any needs on request
  - ☐ Posting invoices daily wise with Chefs signs submit to accounts payables to proceed the payment to suppliers
  - ☐ To sending short delivery report to concern dept., purchase dept., and suppliers to track the status of delivery.
- ☐ **Finance Assistant Cost control**
  - ☐ To sending Food and Beverages daily cost report to concern dept.
  - ☐ Inventory
  - ☐ To making the micros buttons on request with approvals
  - ☐ If any new code creation on request if not in Adaco
  - ☐ Dealing with Restaurant managers and Chefs to reduce the wastages food and beverages.
- ☐ **Finance Assistant General Cashier**
  - ☐ Cash inflow and out flow
  - ☐ Maintain petty cash
  - ☐ To checking cash count of restaurants and front office where cash flow is happening to track the balance system and cash in hand to be same
  - ☐ To checking and receiving cash with security by daily wise operation cash transactions
  - ☐ Issuing cheque to suppliers

- ☐ **Finance Asst. Income Auditor**
- ☐ To sending daily revenue report to all dept.
- ☐ To checking the General Cashier cash count not to be more or less in cash in hands
- ☐ To checking KOT's with micros to balances amount to be same
- ☐ If any KOT's missing asking to concern dept. to produce the KOT otherwise the reason to explain report to superior.
- ☐ To maintain spot checks to operation whether the operation is smooth
- ☐ **Finance Assistant Accounts Receivables**
- ☐ Credit card Reconciliations
- ☐ **Finance assistant Accounts Payables**
- ☐ Informing supplies to collect the cheque
- ☐ To arranging all invoices to keep the files for supplies wise
- ☐ **Operations Assistant**
- ☐ **at Jumeirah Group EAHM (The Emirates Academy of Hospitality Management)**
- ☐ All types of administrative assistants
- ☐ Conducting examinations with registers
- ☐ Arranging meeting rooms and setup as per requirements
- ☐ Spot checking students rooms with security to live as per Dubai tourism guidelines
- ☐ Booking studio rooms for guests
- ☐ To assists all professors if thy needs any administer

### **Trainings and Awards**

- ☐ Finance Assistant at Madinath Jumeirah
- ☐ Administrator at Colleagues Services Jumeirah Group
- ☐ Waiter at Zheng's Fine Dining Restaurant
- ☐ WSET Level 1 Award
- ☐ Rock Star of the Month

### **Personal Profile:**

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Fathers Name    | : | Chinna Gangaram                  |
| <input type="checkbox"/> Date of Birth   | : | 15/08/1986                       |
| <input type="checkbox"/> Sex             | : | Male.                            |
| <input type="checkbox"/> Marital Status  | : | Married.                         |
| <input type="checkbox"/> Nationality     | : | Indian.                          |
|  |   | English, Hindi, Telugu,Tamil and |
| <input type="checkbox"/> Languages Known | : | Malayalam                        |
| <input type="checkbox"/> Passport No.    | : | I0750657 Expiry 06-06-2035       |

### **Declaration**

I hereby declare that the above information given by me is confidential and true to the best of my belief.

**Date 10-06-2025**  
**Place Dubai**

**(Rajesh Jadala)**