

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 1Award
- 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. |
| <input type="checkbox"/> Languages Known | : | English, Hindi, Telugu,Tamil and 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)