



# SHARVIN MATHIAS

## ACCOUNT ASSISTANT

### CONTACT

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Abu Dhabi, UAE

05-02-2024 - 05-03-2024  
EUROPEAN BARTENDER SCHOOL

- Bartending
- Mixology

2017- 2020  
MANGLORE UNIVERSITY

- Bachelor of commerce

### SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Multitasking

### LANGUAGES

- English
- Hindi

### PROFILE

Ensure accurate and up-to-date financial records, including accounts payable and receivable. Regularly update and reconcile bank statements and financial ledgers. Prepare, process, and follow up on invoices to ensure timely payments. Maintain organized records for easy retrieval and auditing purposes. Support the month-end and year-end close processes.

### WORK EXPERIENCE

#### Social banglore India

2024 MARCH TO JUN2024

##### Bartender

- Prepare a wide variety of cocktails, mocktails, and other drinks following recipe standards and customer preferences, demonstrating strong knowledge of mixology.
- Maintain a clean and organized bar area, ensuring high levels of sanitation and safety by following health and safety guidelines.
- Assist bar and wait staff in supporting front-of-house operations, ensuring seamless service during peak hours.
- Efficiently manage inventory, restocking supplies, and ingredients as needed to ensure smooth bar operations.
- Engage with customers to provide a memorable experience, offering recommendations based on their preferences and upselling premium beverages.

#### Ekart logistics

NOV-2021 TO JAN -2024

##### Delivery executive

- Ensure prompt and efficient delivery of goods to customer locations, following designated routes and schedules.
- Handled products with care during loading, transportation, and unloading to prevent damage or loss
- Provide excellent customer service throughout the delivery process.

#### Irish House banglore India

FEB-2020 TO APRIL-2020

##### Bar back

- Prepare bar area before opening, ensuring all necessary supplies are stocked.
- Kept the area clean and organized throughout the shift, including wiping down surface, washing glassware, and disposing empty bottle and trash.
- Supported bartenders by fetching ingredients, ice and equipment as needed, helping with drink preparation, and restocking supplies during busy periods.

#### Drava banglore India

OCT-2019 TO DEC-2019

##### Steward

- Ensuring the cleanliness and organized of the assigned area.
- Assisting guests with seating and attending to their needs during their visit. Serving food and beverage to guests in a timely and courteous manner.