

Job Profile

Monitoring, supervising and controlling of Revenues from Hotel Operations

- Reconciliation of Revenues
- Taxes Reconciliation
- Monitoring and Compliance of Various statutory requirements

such

as

statutory payments, Returns etc

- Supervising and monitoring Accounts Receivables
- Food & Beverage Cost Control & Contribution analysis
- Preparation of various Costs and MIS Reports relating to Food & Beverage Operations
- Payroll Processing
- Inventory control

Desired profile:

- (a) Good Communication skills (spoken & written)
- (b) Willing to work anywhere in the country
- (c) Knowledge of MS Office functions, like MS Word, MS Excel & MS PowerPoint

Name of the position- Assistant Manager Finance

Eligibility criteria : CMA Qualified

CTC p.a.- Rs 10.5 lacs p.a. approx.

Job location- Willing to work anywhere in the country

The candidate should have good communication skills