



VIPIN THULASI JAYA

➤ PROFILE

Experienced and sales certified professional with a strong background in F&B cost control, office administration , and audit. Skilled in financial Reporting , budget management, and team leadership. Holds a Diploma in Hotel Management and several certifications in business and financial management. Seeking a challenging role to utilize skills and expertise in a dynamic environment.

➤ OBJECTIVE

To leverage my skills and experience gained through my work as a Store manager ,Assistant Manager (field Training), Junior F&B Cost Controller, office Administrator, and Audit Associate, as well as my certifications in Hotel Management and Financial Expertise ,to contribute to a dynamic organization and pursue growth opportunities in a challenging role.

➤ EXPERIENCE

Assistant Manager (Field Training) , SFC GROUP, DUBAI , Jan 2022-Mar 2023

Assisted in day-to-day operations and managed catering and store operations . Deputized for manager and advised senior managers on staffing and personnel issues. Cultivated positive work environment and evaluated, coached, and trained employees. Met with local authorities and regulatory bodies and ensured equipment was maintained and cleaned. Provided cost control and planning support for projects and advised internal management team. Prepared Training reports and corrected action plan according to criteria.

AMERICANA-- KUWAIT FOOD PRODUCTION COMPANY-- KUWAIT Kuwait STORE MANAGER May2017--Aug2021

Assisted in managing day-to-day store operations and ensured maximum customer satisfaction. Implemented restaurant business plan and marketing /local restaurant marketing plan Ensured cash handling policy was effectively implemented Reported any work obstacle's , accidents, damages, or insufficient supplies to restaurant manager Handled customer complaints in coordination with restaurant staff per concept policy Controlled operational costs for profit maximization and implemented work environment & team morale programs Ordered, received, and stored raw products, supplies, materials, utensils, and small-ware per concept standards Performed properly in training & development plan and could be assigned extra tasks by area manager as needed.

➤ CONTACT ME

Name: VIPIN THULASI JAYA

Date of Birth: 27/02/1990

Nationality : Indian

Current city : Trivandrum

Passport Number : L 7215601

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➤ SKILLS

F&B Cost Control

Budgeting and Financial Analysis

Record Keeping and Documentation

Project Management

Team Management and Leadership

Communication and Interpersonal Skills

Attention to Detail and Accuracy

Accounting Principles and Standards

Audit and Compliance

Customer Service and Satisfaction

➤ LANGUAGES

ENGLISH

MALAYALAM

HINDI

TAMIL

UNIQUE VISION GROUP, RIYADH, SAUDI ARABIA, JUNIOR F&B COST CONTROLLER Sep 2014 – Dec 2016

Controlled the Food & Beverage Cost effectively.
Managed day-to-day operations of the restaurant and ensured a welcoming environment for all customers.
Monitored and controlled wastage, pilferage, and efficiency of Food and Beverage outlets.
Prepared variance analysis for food & beverage and communicated with relevant parties .
Updated and maintained receipts into the systems (FMC).
Verified voids, discounts, happy hour discounts, complimentary sales, staff meals and discounts, package meals, and settlement on the POS system.
Checked and cross verified sales transferred correctly to the Property Management systems (PMS).
Verified no lost postings and checked cost of sales in all F&B outlets.
Ensured correct menu pricing on the POS system.

SIVODAYA CBSE SCHOOL – TRIVANDRUM, KERALA. Trivandrum, Kerala OFFICE March 13 - May 14

Assisted the organization's Executive Director.
Coordinated Community Classes by scheduling classes, finding appropriate locations , ordering class supplies, and creating class flyers.
Recorded Board Meeting minutes.
Represented the organization and provided information regarding education opportunities at Work Expo, ~~Ida~~ Show, EDC Job Fair, and Education Fair.
Registered students for Community Classes.
Created and maintained Community Class tracking spreadsheets.
Worked with instructors by providing material and supplies for their classes.
Researched available grants to fund literacy initiatives .
Researched equipment cost and presented to Board of Directors.
Created Administrative Assistant Manual for position .

PRAVEEN ASSOCIATES & CO. – TRIVANDRUM, KERALA. AUDIT ASSOCIATE (Trainee) Jun 2009 - Jan 2011

Applied generally accepted accounting principles and IFRS international financial reporting standards to handle short-term audit plans and verification tests.
Prepared financial reports for internal control and implemented short-term corporate auditors and internal communication reports.
Conducted audit reporting issues and verified specific asks.
Controlled financial records like evaluation practice , policies, and report configuration . Verified contract analysis, financial documents, and claims investigation .
Handled other essential tasks under the supervision of a senior auditor

CERTIFICATION

Diploma in Hotel management from THE LEELA GROUP (A RAVIZ HOTEL), Trivandrum, Kerala (2010)
Organizational Project Study Certificates from Travancore Cements Ltd. Kottayam, Kerala (2011)
Certificate for business plan presentation (TIECOONS – 2K11) Jamal institute of management (JIM) Tiruchirappalli, south India
Financial Expert certificate from (TIECOONS – 2K11) Jamal institute of management (JIM) Tiruchirappalli, south India
AD_ZAP certificate from Udaya School of engineering, Kanyakumari, Tamilnadu, south India
Management Project trainee certificate From Kerala Kaumudi News Paper, Trivandrum, Kerala (2012)

EDUCATION

MBA in Finance and Marketing , MS University, Tamil Nadu, 2011-2013
Bachelor of Commerce, Kerala University, Kerala, 2009-2011
Diploma in Hotel Management, The Leela Group (A Raviz Hotel), Kerala, 2009-2010

Dear Hiring Manager,

I am writing to express my interest in the open position at your organization . With a Master of Business Administration in Finance and Marketing and a Bachelor of Commerce specialized in Cooperative Law and Taxation , I am confident in my abilities to contribute to your team.

My previous work experience as an Assistant manager at SFC Group UAE and as a Store Manager at Americana-Kuwait Food Production Company (AMERICANA) has equipped me with the skills to effectively manage tasks, communicate effectively , and handle deadlines. Additionally , my experience as an Audit Associate at Praveen Associates & Co has given me a strong foundation in financial management and reporting .

In addition to my education and work experience, I have completed several certifications , including a Diploma in Hotel Management from The Leela Group, a Financial Expert Certificate from TIECOONS-2K11, and an Organizational Project Study Certification from Travancore Cements Ltd. These certifications have helped me develop a diverse range of skills, including business plan development, financial analysis, and project management.

I am excited about the opportunity to bring my skills and experience to your organization and contribute to its continued success.

Thank you for considering my application .

Sincerely,

VIPIN THULASI JAYA