

CONTACT

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

5 January 2024 - Till
Date

- **Head Cashier Cum Accounts**
Hilton Garden Inn The Kings Club (Dubai UAE)
 - Create and maintain a positive work environment for all cashiers.
 - Communicate with customers and address any problems they may have regarding bills and payment.
 - Serve as the primary point of contact for customer service associates.
 - Operate registers and perform general checkout functions.
 - Generate reliable and accurate till reports from every register.
 - Resolve cash tills when closing, ensuring the money matches the report and is stored safely
 - Assist cashiers with requests such as price checks.
 - Maintain a clean working environment by wiping down registers during downtime.
 - Preparing the staff salary and commission reports.
 - Tallying up sales totals at the end of the day.
 - Submitting reports on incoming and outgoing cash, debit, and credit transactions.
 - Providing change for cashiers and ensuring each till is supplied with enough money for the shift.
 - Making sure that the store is well-staffed during busy periods to avoid long wait times for customers.
 - Being present on the floor to assist with customer questions, complaints, and comments.
 - Oversees activity of junior cashiers to ensure that they are working up to expectations.

5 February 2022 - 30
November 2023

- **Cashier (Accounts Assistant)**
Three Legends Business Entities Management Services (Dubai UAE)
 - Responsible for general cashier banks.
 - Collects and counts petty cash and float cash daily.
 - Prepares daily bank deposit summary.
 - Prepares daily cashiers report and petty cash report.
 - Prepares Invoices.
 - Responsible for all travel agents to book tickets visa etc.
 - Prepares chart Commision of Event nights and makes payment.
 - Responsible for account statements and follow up letters mailed on a timely basis.
 - Able to work extra work hour for complete task given and meeting deadlines.
 - Perform other task and duties as instructed by the management.
 - Able to muti task with the given time frame by the department head or management based on the priority of the task.
 - Responsible for making staff salary slip and incentives by end of month
 - taking Followup of tenancy agreement and staff contract
 - Accepts and signs for store deliveries.
 - Prepares bank deposit envelopes and stores daily profits in company safe.
 - Is able to remain calm and patient when working with upset or dissatisfied customers.
 - Pays close attention to Detail
 - Possesses physical stamina required to stay on feet for an entire shift.
 - Manages time efficiently.
 - Demonstrates ability to multi-task effectively.
 - Possesses knowledge of company goals and mission.

15 August 2021 - 5
January 2022

- **Food And beverage Supervisor**
Thali Indian Kitchen (Male Maldives)
 - Assist overlooking and managing all staffs.
 - Maintaining hygiene/health safety of the premises.
 - Assist on handling the well being maintaince of staff accommodation and restaurant
 - Assisting procurement and purchasing of daily supplies on a consistent and to ensure best price and highest quality is followed through.
 - Assist on follow up of legal rules and regulations and to maintain government formalities of running.
 - Improves customer satisfaction by managing and handling customers complaint and feedback.

- Monitor on daily operations opening and closing of cash register, float cash, petty cash and daily deposit slip reports.
- Complete required daily reports include purchase and sales.
- Develop complete knowledge of menu and products.

1 April 2020 - 14 August 2021

- **Covid**
Gap Period Due To Covid

8 December 2018 - 22 March 2020

- **Supervisor and Cashier**
Country Club Hotel Players Lounge (Dubai UAE)
 - Supervise team members and provide them with the training and direction they need to meet company and personal expectations.
 - Upselling, controlling on wastages and maintaining team work.
 - Prepare performance appraisals quarterly or annually to associate.
 - supervise and assist with event marketing, preparation and Schedule events regularly to drive new memberships.
 - Receive payment by cash, check, credit cards, vouchers, or automatic debits.
 - Issue receipts, refunds, credits, or change to guest.
 - Count cash in drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
 - Keep periodic balance sheets of amounts and numbers of transactions.
 - Responsible for completing cash turn in paperwork and safe audit information.

1 October 2016 - 5 November 2018

- **Senior Associate**
The Westin Hotel Marriott International (India)
 - Managed inventory of alcoholic and non-alcoholic.
 - Maintaining stock physically crockery, cutlery and glassware.
 - Interacting with guest and understanding their food and beverages taste.
 - Upselling the product.
 - Handling cash, check, and credit-card payment process
 - Maintaining all paperwork's of specific department
 - Addressing guest's complaint on a priority basis.

EDUCATION

- **Bachelor Degree In Hospitality**
Dr DY Patil Institute of Hotel Management and Catering Technology
- **HSC In Commerce**
BMS Junior College
- **SSC**
Don Bosco High School

SKILLS

- Patience Computer Skills Team Work Multi Tasking
- Product Knowledge Communication Skills Time management Cash Handling
- Issues And Prepares Invoices Positive Interactions Excellent Organizing Abilities

ACHIEVEMENTS & AWARDS

- Improved cash register accuracy by implementing a new cash reconciliation process.
- Consistently maintained a transaction processing time of under two minutes, enhancing overall customer satisfaction and reducing wait times.
- Received a "Top Performer" award for achieving and maintaining a perfect attendance and cash register
- Successfully identified and prevented fraudulent activity, resulting in the recovery.

LANGUAGES

- English
- Marathi
- Hindi

PERSONAL DETAILS

- Date of Birth : 12-09-1988
- Marital Status : Married
- Nationality : Indian
- Passport : V0889380
- Gender : Male