



# GAURAV KUMAR

Restaurant Owner | Finance Operations  
| ACCA Candidate | SAP S/4HANA  
Finance (P2P | O2C | R2R) | B.Com

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## Skills

- Tally ERP
- SAP S/4HANA Finance (P2P | O2C | R2R)
- Cash Management
- Bank Reconciliation
- Journal Entries
- General Ledger
- Financial Reporting

## Language

- Hindi (Bilingual or Proficient (C2))
- English (Upper intermediate (B2))
- Russian (Intermediate (B1))

## Summary

Restaurant Owner with hands-on experience managing bookkeeping, bank reconciliation, accounts payable, accounts receivable, cash management, inventory accounting and financial reporting. Currently pursuing ACCA and developing practical SAP S/4HANA (P2P/O2C/R2R) skills to transition into a professional accounting career.

## Education

**Veer Kunwar Singh University**  
Bachelor of Commerce, Accounting  
Ara, Bihar

2003

## ACCA (association Of Chartered Certified Accountants), UK

Status: ACCA Candidate | 5 papers exempted | Applied Skills level in progress

## Experience

### First Bite Enterprises

Restaurant Owner & Finance Operations  
Sasaram, Bihar

Dec 2020 - Present

- Maintained daily books of accounts, including cash inflow, cash outflow, and expense records.
- Prepared sales, purchase, and expense reports using MS Excel.
- Managed payroll records and staff expense tracking.
- Performed customer billing, discounts, and sales reconciliation.
- Processed supplier invoices and payments.

### Mir Logistic

Manager  
Shaoxing, China

Aug 2017 - Jan 2020

- Planned container loading operations to maximize shipment efficiency.
- Maintained accurate export records, and tracked cargo containers.

### Veda Travel

Manager  
Moscow, Russia

May 2011 - Apr 2017

- Managed daily operations, accounts, and banking.
- Planned tour budgets and negotiated pricing with travel partners.
- Resolving client queries and complaints.

### IBM Daksh Business Pvt. Ltd.

Workflow Analyst  
Gurgaon

Dec 2006 - May 2011

- Analyzed workflow reports and maintained production MIS.
- Performed data validation and ensured deadlines and accuracy of reports.

## Certifications

- Tally ERP-Tally Online Courses
- MS Excel (Advanced)-Udemy Online
- Basic VAT-Udemy Online