



GAURAV KUMAR

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

- +91-9971-688-211
- gaurav@thegauravkumar.com
- linkedin.com/in/gaurav-kumar-508621405
- https://www.thegauravkumar.com
- Dehri On Sone, Bihar, India, 821307

Skills

- SAP S/4HANA Finance (P2P | O2C | R2R)
- Tally Prime / Tally ERP
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Bank Reconciliation
- Journal Entries
- Cash Management
- Financial Reporting
- Month-End Closing
- Sales & Purchase Accounting
- MS Excel

Language

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

Summary

Restaurant Owner with hands-on experience in bookkeeping, bank reconciliation, accounts payable, accounts receivable, cash management, inventory accounting and financial reporting through business operations. Currently pursuing ACCA and developing practical SAP S/4HANA Finance (P2P/O2C/R2R) skills to build a professional accounting career in the UAE.

Education

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

2003

ACCA — Association Of Chartered Certified Accountants, UK
ACCA Candidate | 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.
- Resolved 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