

Niel Thakur, AINS

Spouse of Bermudian

Mobile Phone: (441) 516-2519

Email: swapnilthakur87@outlook.com

SUMMARY:

- Hardworking ambitious professional seeking a challenging and rewarding entry-level position within the Insurance industry.
- Obtained Associates in Insurance (AINS) designation - TheInstitutes in 2021.
- Strong organizational skills with ability to multitask and prioritize workload.
- Excellent relationship and adaptation skills; a team player with ability to work with all levels of staff.
- Working knowledge of the MS suite of products including QuickBooks, Word, Excel, PowerPoint & POS.

WORK EXPERIENCE:

July 2021 – Present

Office Manager & Accounts Administrator – Atlantic Cleaning & Maintenance Ltd.

- Maintaining and overlooking schedules with management, communications with staff and clients and handling the overall administration process.
- Weekly Payroll Preparation-online payments to full time employees and monthly payroll preparation for part-time employees, postings entries to QuickBooks and e-mailing paystubs.
- Accounts payables-posting vendors bills into QuickBooks and ensuring all bills are paid in timely manner.
- Assisting management with recruiting process and on-site training programs.
- Processing and ordering daily cleaning supplies for various clients.
- Accounts Receivables-creating customers invoices into QuickBooks, sending the invoices on daily, weekly, and monthly basis, sending statement to customers who are in arrears.
- Posting payment from client into QuickBooks and completing monthly bank reconciliations.
- Preparing and submitting Payroll Taxes on a quarterly basis.
- Managing the payroll tax, social insurance, and health insurance for 15 full-time employees.
- End of month duties involves preparing monthly commercial and residential services billing and e-mailing.
- Assisting management with manpower scheduling on daily basis.

April 2015 – June 2021

Restaurant Manager - Yellowfin Group of Companies

- Managed multiple fast paced restaurants with professional service, with a focus on driving results and building superior customer relationships.
- Managed and trained staff as well as apprentices from Bermuda College.
- Prepared cash reports, daily & monthly inventory and invoicing, and cost negotiations with various vendors.
- Assisted in preparing weekly staff payroll and work schedules.
- Achieved great sales to meet performance and profit goals by lowering wastage and maintaining professional standards.

Key Work Achievements: Promoted in 2018. Implemented new quality, productivity, and customer service standards for group.

October 2013 – March 2015

Production Manager, Events - Hotstuff Advertising Private Limited

- Managed all areas of events including but not limited to; pre-planning and budgeting, on ground logistics and delivery of event, and various post-event activities such as creation of excel profit and loss statements for accounts team.
- Supervised team of event planners and assistants and hired support staff and contractors as required.
- Provided training and mentoring to onsite and offsite staff regarding new product releases and advised upper management on product knowledge initiatives, as necessary.

May 2008 – September 2013

Assistant Manager - 7 Sigma Experiences Private Limited

- Assisted with the day-to-day management which included duties such as invoice creation and filing, creation of excel profit & loss statements, creation of presentations for the in-house team and clients.
- Managed the company vendor list and closings for the various cost and profit & loss accounts within the system.
- Maintained pre- and post-client servicing which included customer satisfaction and grievance handling.
- Created and introduced a voucher system for greater transparency with cash expenditures.

2003 – 2008 held various related positions moving in line with opportunity and promotion

PROFESSIONAL QUALIFICATIONS / EDUCATION:

2020 - 2021	Obtained Associates in Insurance (AINS) designation – TheInstitutes. Attended Course - Special Topics in Insurance - Foundations of Bermuda's International Re/Insurance Sector – Bermuda College/ABIR. Completed Microsoft Excel Advanced Course, Excel Formulas and Functions – Udemy.
2013	Diploma in Marketing Management – Mumbai University.
2011	Diploma in Tourism & Travel – Kuoni Academy.
2008	Bachelor of Commerce (BCom) – Mumbai University.

LANGUAGES:

- English.
- Hindi.

INTERESTS / EXTRA CURRICULAR:

- Member of the Hospital's Auxiliary of Bermuda (HAB).
- Active volunteer for the Salvation Army Soup Run.
- Playing cricket, listening to music, dancing, and cooking.