

General Manager II

ROBERT SMITH

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Objective

11 years of experience as a General Manager. Highly skilled at increasing productivity through detailed cost analysis. Seeking To obtain a position in an industry that can utilize my skills, strengths, knowledge, and experience to grow together.

Skills

Microsoft Office And Quick Books Software. Management, Executive And Administrative Assistance, Market Research, Office Management, And Human Resource Organizational.

Work Experience

General Manager II

ABC Corporation - September 2007 - June 2013

- Identified operational processes inefficiencies and recommended necessary improvements.
- Facilitated month-end closing processes, invoicing, journal entries and account reconciliations.
- Review monthly financial results with partners and identify opportunities to improve profitability.
- Attended weekly meeting with revenue management to position the hotel with a strong market share.
- Responsible for the accounting department, including financial reporting, cash, accounts payable, accounts receivable, payroll, intercompany, fixed assets, and operational/cost accounting.
- Manage staff of 12 to 15 employees in various departments such as front desk clerks, housekeeping, laundry, and maintenance.
- Work closely with the partners and local banks regarding an annual line of credits and terms and conditions.

General Manager

ABC Corporation - March 2002 - August 2007

- Streamlined spending analysis to a more accurate, efficient and automated process.
- Supplied necessary industry and market research to target new businesses.
- Manage 12 employees in various departments and was responsible to train them.
- Maintained and updated all accounting records with special attention to accuracy.
- Included in that was a/r, a/p, payroll, f/a records and all general accounting for the hotel.
- Maintain all financial records, general bookkeeping, and processing payroll.
- Dealt with franchise implementation of new brand standard roll outs and the deadlines of all the programs.

Education

BBA in Accounting And Finance - (Brighton Polytechnic - Brighton)Accounting And Finance - (Melton Mowbray High School - Melton Mowbray)