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## Tejpal Singh Mehra

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### Objective

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I Want to enhance my skill and learn new things which provide me new opportunities and make me experience new things which also enhance my capabilities and help me make my career

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### Experience

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- Amar Punjab Hotel** 11/2023 - 05/2024  
Accountant  
Keep account of cash flow, invoice etc.  
  
Handle and file the accountancy related documents, forms and vouchers.  
  
Direct responsible for all accounting and bookkeeping function on a daily basis.  
  
Prepare and review revenue, expenses, payroll entries, invoice and other accounting documents.  
  
Reviewed and analysed accounting records to guarantee data accuracy.
  - Amar Punjabi Hotel** 06/2024 - Present  
Kitchen & Computer Supervisor  
Manage the kitchen, keep data of incoming and outgoing of items, manage production and entry of production.  
  
Attended department seminars & trained for various positions within operations i Collaborated in the creation of a complete restaurant project.  
  
Maintain supply chain of material from one location to another.  
  
Inventory management .  
  
Manpower handling.
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### Education

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- A.Y Dadabhai Technical Institute** 08/2020 - 03/2023  
Diploma in computer  
Kosamba, Gujarat
  - Modi institute of Technology** 05/2023 - Present  
Btech in AI & DS  
Kota, Rajasthan
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### Skills

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- HTML
- C++
- Java
- Inventory Management
- MS Office