

Kadri Laanes

Lange Hofstraat 2B

2011 DK, Haarlem

kadrilaanes1@hotmail.com

0639351559

Estonian, BSN number

Objective: To secure employment in the finance department and increase my knowledge and skills while contributing to the success of my employer.

Skills

- Able to understand and speak multiple languages
- Excellent communication and time management
- Motivated to learn and a positive attitude
- Six years of Horeca experience
- Excellent knowledge of different computer systems including: TMS for Hotels, Micros, Navision, Kofax. Good knowledge of Opera and Excel
- Independent, also excellent team-player

Experience

January 2019 – Sept 2020

Accounts Payable Jr./Accounts Receivable Jr./Belvar Life BV, Amsterdam

I was responsible for mostly accounts payable tasks such as processing and posting invoices, assisting business partners with inquiries, weekly agings, doing wire or batch transactions, solving legacy issues (reconciliations), maintaining AP records and provide other clerical support necessary (month end support, audits) for the organization and vendors of 6 hotels in Germany and 2 in Oslo. The average invoices processed per month is around 660. Besides that, I process and post expenses of the staff. Due to

a colleagues leave, I have also taken over accounts receivables tasks on a smaller scale.

June 2020- PRESENT

Owner at Constellation.Space

I created an e-commerce company on direct response model where I take care of the book-keeping, market research, marketing and customer service with my partner. This doesn't interfere with my full-time job.

April 2018 – January 2019

Front Office Associate / NH Schiller and NH Caransa Hotel, Amsterdam

I was responsible for checking in and out guests, answering emails, receiving guest feedback and completing my daily checklist. I was creating and sending proforma invoices, receiving and processing credit card authorization forms, and processing advance deposits. As I have a great attention to detail, my manager used to sign the credit card disputes to me. I used to be one of two responsible associates guiding interns through their internship at the front office.

May 2017 – April 2018

Front Office Associate / Hotel de Hallen, Amsterdam

As a front office associate of this boutique hotel I enjoyed being the contact person for our guests. I was very involved in concierge duties, answering emails and creative problem solving. My personal responsibilities were to manage the minibar department and the front office/F&B incentive program; this included the payouts and to keep up motivation.

June 2014 – June 2017

F&B Server / I-Dock Restaurant at Room-mate Aitana Hotel, Amsterdam

In this position I was the F&B eerste medewerker bediening and banqueting-shift leader. I worked closely with other departments in the hotel to organize and manage banquet events up to 500 persons, in-room dining and event nights. I became the trainer for new associates and interns after a year working and really enjoyed this aspect of the position.

Education

2014 Cultural Management / Estonian Academy of Music and Theater / Master's Degree

2013 Composition & Cultural Management/ Erasmus in Royal Conservatoire Antwerp Belgium

2011 Composition and Electronic Music / Estonian Academy of Music and Theater / Bachelor Degree

Courses & Certificates

Macquaire University Excel Skills for Business

Languages

Estonian: Mother tongue

English: Fluent

Dutch: Basic

Portuguese: Beginner

Spanish: Beginner

Hobbies and Interests

I have interests in all sorts of creative processes, from art until software development. I love photography, music, traveling, food and technology.