

Siddharth Kapil

Downers Grove, IL - Email me on Indeed: [indeed.com/r/Siddharth-Kapil/d46b32dc14a4838c](https://www.indeed.com/r/Siddharth-Kapil/d46b32dc14a4838c)

To obtain a position in a work place that would utilize my educational knowledge, professional skills, training knowledge (which I obtained in IT field) and computer skills. I am a Quick learner and ability to work in challenging and versatile environment and self-motivated, decent written and verbal communication. All in all open and eager to learn new stuffs.

Authorized to work in the US for any employer

WORK EXPERIENCE

Quality Inspector

Metal Impact - Elk Grove Village, IL - August 2016 to Present

- Check parts for nicks and dents.
- Check parts for True Position (Distance between baring hole groove to pilot diameter) and Groove Span (Distance between one baring hole groove to other baring hole groove) according to the blue print provided by the customer.
- Also check parts with gages for baring hole size.
- After checking parts, pack parts according to packing details provided by the customer.

Front Desk Manager

Quality Inn - March 2015 to Present

- Check In, Check Out Guests.
- Resolve customer's problems or billing complaints by performing activities such as changing rooms, adjusting bills or refunding money or discounts.
- Train new-hire front desk associates.
- Audited cash register with the amount of currency in register to verify balance.
- Perform Night Audit to balance out all accounts and review Profit & Loss statement compare to last year after printing out report each day.
- Perform month end audit and built planning models to accommodate past result and built future projections for Operating Expenses.
- Prepare marketing plans and put them in action with help of marketing manager by budgeting for next month.
- Take care and resolve computer systems and printers related problems.
- Doing data entry and prepare journal for all expenses and all income.

PPS(Priority Parcel Services) Agent

American Airlines - Chicago, IL - August 2015 to July 2016

- Accepting packages and dangerous good (which are accepted by AA)
- Entering shipper's information including airway bill information in the computer using Saber.
- Help shipper to track their packages.
- Prepare final bill for the shipment and provide it to shippers.

Front Desk Manager

Super8 Motel - June 2007 to March 2015

- Check In, Check Out Guests.
- Resolve customer's problems or billing complaints by performing activities such as changing rooms, adjusting bills or refunding money or discounts.

- Train new-hire front desk associates.
- Audited cash register with the amount of currency in register to verify balance.
- Perform End of Day, Night Audit to balance out all accounts and review Profit & Loss statement compare to last year after printing out report each day.
- Perform month end audit and built planning models to accommodate past result and built future projections for Operating Expenses.
- Prepare marketing plans and put them in action with help of marketing manager by budgeting for next month.
- Answer all charge back emails and assist customer's problems or reservation changes with Expedia.com, Hotels.com, booking.com, orbits.com via email.
- Take care and resolve computer systems and printers related problems.
- Prepared cash flow report to know actual cash balances by end of day in excel.
- Prepared petty cash report.

Work one year (2007 to 2008) in Super8 process Payroll, Maintain records and Post customer's payments by recording cash, checks and credit card transactions.

Manager

Funky Breeze Store - December 2006 to June 2007

- Handling cash register and balance it up.
- Taking care of inventory.
- Resolve customer's problems by performing activities such as exchanging items, adjusting bills or refunding money.
- Refilling Items and calculating cost of sale and product.
- Work towards marketing to increase sales and budgeting.
- Keep records of sales and expenses and work towards increasing sales and decrease expenses compare to last year.

EDUCATION

Accounting and English

Oakton Community College

Business Administration in Management and Marketing Classes

University of Findlay

Bachelor in Project Management

DeVry University

SKILLS

HTML (Less than 1 year), CSS (Less than 1 year), Bootstrap (Less than 1 year), JQuery

ADDITIONAL INFORMATION

Oakton Community College: Pre-required Classes (English, Financial Accounting and etc.)

University of Findlay: Business Administration and Concentration Classes

DeVry University: Bachelor in Project Management (Not completed yet)

Simplilearn.com - Currently working towards getting certificate in Front End Developer and QA Testing.

Skills

Accounting Software: Microsoft Excel, Tally, basic knowledge Quick Books(2010)

IT Knowledge: Front end web development (HTML, CSS, JavaScript, JQuery, JQuery UI, Bootstrap), SQL, OBIEE.

I am fluent in HTML, CSS and Bootstrap. And Basic understanding and knowledge of Javascript, JQuery, JQuery UI. I prepared Advantage page (car rental) and Priceline page using HTML, CSS, JQuery and Bootstrap.

Documentation Tools: Microsoft Project, Microsoft word, Microsoft Excel, Microsoft PowerPoint, Sublime.

Other:

- Competitive skills and Self confidence
- Quick Learner
- Organized
- Management skills.