***Professional Profile and Value***

A top-ranked enthusiastic, multi-skilled and focused Finance management professional with 21 years’ experience in all aspects of finance management, accounting, auditing across varied industry sectors throughout UAE and India.

For the past 16 years, I have established a positive reputation as a diligent professional who has delivered exceptional results overseeing and administering the execution of all activities related to Finance Management and Accounting for AL – DHAHRAH HOTEL & EXECUTIVE FLATS - a 39 Executive Flats & 16 Suites based international Hotel.

Advanced financial knowledge and experience with a strong understanding of practices and procedures necessary to effectively control financial outcomes, including the ability to manage budgets and cash flows, implement accounting processes, prepare payroll documents and financial analysis, and mitigate financial risks etc.

Enthusiastic in approaching organization-wide challenges from many angles and utilizing financial expertise to deliver effective solutions. Expertise in accounting systems development, fiscal management and financial reporting with proven record of developing and implementing financial and operational controls that improve Profit & Loss accounts.

Adept at developing systems and procedures and contributing towards improved financial performance, heightened productivity and enhanced internal controls. Proven track record of performing work in an ethical manner with a high level of accuracy and attention to detail while consistently maintaining the integrity of all financial data.

Results-driven, decisive collaborator with proven success in building strong, lasting relationships with banks, hotels, government organisations, managers, associates customers and stake-holders. Broad business capabilities with a solid record of accomplishments in diversified leadership, management, operational and financially related roles.

In-depth knowledge of hotel operations, accounting and payroll systems with working knowledge of computer technology, hotel and accounting software such as MS office, Fidelio hotel management package, Peachtree accounting package, tally accounting package, DLI – TAAS payroll system etc.

Visionary change agent who builds and leads motivated teams to drive organizational success. Knowledge of numerous financial analysis techniques with ability to prepare & deliver presentations and seminars.

 **Sajid** **Sajid.361927@2freemail.com**

***Professional Career Objective***

Seeking a Financial Controller or any related role in Hospitality of related industries with a forward thinking company where I can provide my financial expertise in driving efficiency and productivity in a very challenging and highly computerized environment.

***Areas of Expertise***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Accounting / Consolidation |  | Financial Accounting |  | Managerial Finance |
|  | Accounts Payable |  | Financial Analysis |  | Process Improvement |
|  | Auditing |  | Financial Reporting/ Statements |  | Performance Management |
|  | Business Acumen |  | Financial& Strategic Planning |  | Reconciliations Review |
|  | Business Strategy |  | Financials Reviews/Preparation |  Risk Management & Internal Control |
|  | Cash Flow Management |  Forecasting & Budgeting Process |  | Strategic Financial Planning |
|  | Change Management |  | Hospitality Industry |  Systems & Technology Utilization |
|  | Corporate Finance |  | Hotel Operations |  | Team Leadership/Motivation |
|  | CRM |  | Management/ Leadership |  | Versatility & Adaptability |
|  | Due Diligence |  |  |  |  |

***Occupational Contour***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | ***FINANCE MANAGER*** |  |  |
|  |  |  |  | **AL – DHAHRAH HOTEL & EXECUTIVE FLATS** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Key Responsibilities:** |  |  |
|  |  |  |  |  Independently leading and managing the account department and ensuring |  |  |
|  |  |  |  | compliance with all standards; pioneering and monitoring the |  |  |
|  |  |  |  | implementation and maintenance of accounting control procedures. |  |  |
|  |  |  |  |  Preparing financial statements including monthly and annual reports by |  |  |
|  |  |  |  | compiling and analyzing financial data. |  |  |
|  |  |  |  |  Ensuing financial reporting and maintenance of financial records as per |  |  |
|  |  |  |  | accepted policies and procedures. |  |  |
|  |  |  |  |  Ensuring accurate and efficient monthly, quarterly & yearend closure. |  |  |
|  |  |  |  |  Incessantly managing and supporting budget & forecast activities and |  |  |
|  |  |  |  | assisting departmental leaders where needed. |  |  |
|  |  |  |  |  Managing external & internal audits and overseeing the financial audit |  |  |
|  |  |  |  | preparation and coordinating the audit process. |  |  |
|  |  |  |  |  Ensuing that revenues and expenses are accurately and appropriately |  |  |
|  |  |  |  | recorded and analyzed. |  |  |
|  |  |  |  |  Examining and advising on business operations including revenue and |  |  |
|  |  |  |  | expenditure trends, financial commitments & future revenues. |  |  |
|  | July 2001- Till Date |  |  |
|  |  |  |  Examining financial information to recommend or develop efficient use of |  |  |
|  |  |  |  | resources and procedures; strategically recommending and maintaining |  |  |
|  |  |  |  |
|  |  |  |  | solutions to business and financial problems. |  |  |
|  |  |  |  |  Ensuring strict adherence to departmental policies and procedures as well as |  |  |
|  |  |  |  | all safety policies. |  |  |
|  |  |  |  |  Actively liaising with owner’s representative to maintain clear |  |  |
|  |  |  |  | communication & reporting channel. |  |  |
|  |  |  |  |  Safeguarding the company’s interest by ensuring proper accounting & |  |  |
|  |  |  |  | reporting practices following local regulations. |  |  |
|  |  |  |  |  Managing the Finance Department performance and coaching HOD’s on |  |  |
|  |  |  |  | financial issues. |  |  |
|  |  |  |  |  Reviewing and controlling over signing of contracts / agreements/ insurance |  |  |
|  |  |  |  | matters. |  |  |
|  |  |  |  |  Overseeing all IT related procedures, implementation, process deployment. |  |  |
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|  |  |  |  | ***INCOME AUDITOR*** |  |  |  |  |
|  |  |  |  | **HOTEL MADINAH HILTON** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Key Responsibilities:** |  |  |  |
|  |  |  |  |  Auditing all daily revenue reports to ensure all income regarding the unit has |  |  |  |
|  |  |  |  |  | been correctly accounted for. |  |  |  |
|  |  |  |  |  Verifying actual departure report and scrutiny of guest checkout folios to |  |  |  |
|  | Nov 1999 – June 2001 |  |  |  | eliminate all discrepancies |  |  |  |
|  |  |  |  | Checking and balancing front office allowances rebates, discount paid outs |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | and room transfers to ensure that they are correctly passed and authorized. |  |  |  |
|  |  |  |  |  Checking and balancing all outlets revenue with the system posting. |  |  |  |
|  |  |  |  |  Checking and balancing the room reports and night clerk's reports with |  |  |  |
|  |  |  |  |  | system posting. |  |  |  |
|  |  |  |  |  Checking room discrepancy reports with housekeeping reports. |  |  |  |
|  |  |  |  |  Preparing daily reports including revenue reports and sales reports. |  |  |  |
|  |  |  |  | ***INCOME AUDITOR*** |  |  |  |  |
|  |  |  |  | **HOTEL AL-ANSAR HILNAN** |  |  |  |  |
|  | Mar 1997 – Feb 1999 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Key Responsibilities:** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  Responsibilities Similar to abovementioned similar position - INCOME |  |  |  |
|  |  |  |  |  | AUDITOR (HOTEL MADINAH HILTON) |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | ***Other Career Highlights*** |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  | ***ACCOUNTANT*** |  |  |
|  | Apr 1996 – Feb 1997 |  |  |  |  |
|  |  |  | **FIRST FLIGHT COURIER LTD** |  |  |
|  |  |  |  |  |  |
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|  |  |  |  | ***ASST. ACCOUNTANT*** |  |  |
|  | Apr 1996 – Feb 1997 |  |  |  |  |
|  |  |  | **“DEAR SON” A GARMENTS FACTORY** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | ***COMPUTER OPERATOR / DATA ENTRY OPERATOR*** |  |  |
|  | Apr 1993 to Feb 1994 |  |  |  |  |
|  |  |  | **UNIQUE COMPUTERS** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Academic Qualification***

**COMMERCE GRADUATE**

Bombay University

***IT Skills***

* Ms – Office, Fidelio Hotel Management Package,
* Peachtree Accounting Package (Version – 8.0)
* Tally Accounting Package ( Version – 6.3 & 9.0 )
* DLI – Taas Payroll System (Version – 2.3.0)

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| --- | --- | --- |
|  |  | ***Personal Profile*** |
|  |  |  |
| Date of Birth | : | 29th July 1974 |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Religion | : | Muslim |
| Languages | : | **English, Arabic, Urdu & Hindi** (read, write, speak fluently) |
|  |  |  |
| Visa Status | : | Dual Residence Visa |
| Reference | : | Available upon request |
|  |  |  |