

 **M O H A M M E D**

**MOHAMMED.371139@2freemail.com**

**C A R E E R O B J E C T I V E**

**H**aving 15 years of Multi-functional expertise in Computer Accountancy within major accounting **ERP** packages and Preopening Experience of 5 hotels with Asset Management. Seeking a challenging job opportunity with progressive organization where in I can utilize my professional skills towards the constant progress of organization.

 **A C C O U N T I N G E X P E R T I S E**

Food Costing/Cost Controller General Ledger Accounts Payable

Accounts Receivable Bank Reconciliation Income Audit

Payroll processing Material Management Night Audit

Expense Tracking & Analysis Journal Entry/Review Internal controls

Managerial Team Leadership Software Learning Asset Management

Audit Preparation Profit & Loss Pre-Opening

 **Q U A L I F I C A T I O N S**

# CMA in progress 2017

# Consolidation of Group Financials Certificate 2016

**(From Talal Abu Ghazala )**

* **H**ACCP Certificate 2013

# SAP – FICO (ERP) 2009

* **C**ertified **F**inancial **M**anagement **–** from Ministry of UAE. 2007

 **(Affiliated with Academic college of London )**

* **B**achelorof Commerce **-** from Osmania University. 2001
* **P**ost Graduate Diploma in Computer Applications.
* **P**erfect working knowledge in Ms Word, Ms Excel.
* **P**erfect Internet skills.
* **T**yping Speed Higher.
* **H**OLDING VALIDU.A.E DRIVING LICENCE. 2006

 **P R O F E S S I O N A L E X P E R I E N C E**

**Presently Working with Bin Majid Hotels & Resorts as**

**Cluster Financial Controller for ( Bin Majid Beach Hotel, Mangrove Hotel, Nehal Hotel, Bin Majid Tower & Bin Majid Laundry) from Sep 2015 till April 2017**

* Responsible for planning, directing, controlling, coordinating and participating in the activities of All Accounting personnel; IT, Purchasing and Stores of the Hotel.
• Ensure compliance of all accounting system, procedures and reports with established accounting and control standards and procedures in compliance with all government regulations.
• Assisting the General Manager in implementing all financial policies & procedures, laid out by the Operator in line with the Management Agreement.
• Ensure that all accounting reports and financial statements are in accordance with the uniform system of accounts for the hotels.
• Ensure the accuracy, timely preparation and submission of all accounting reports, financial statements and tax returns.
• Comply in conjunction with the mgt. and department heads, all budgets and forecasts covering all activities of the hotel; maintains all budget control procedures.
• Analyze and interpret financial statements and accounting reports of the hotel; reports to the Management.
• Maintain all proper control systems and procedures and continuous audit of all hotel accounts, records and transactions.
• Ensure the maintenance of ledgers and subsidiary records of authorized appropriations and expenditures are proper authorized and accounted for.
• Ensure the maintenance of all subsidiary records in connection with inventories, accounts receivables accounts payables, operating equipment, fixed assets, etc.
• Supervise and direct the receiving, storing and issuing function to ensure that proper procedures and controls are in effect.
• Assist all department heads in the preparation of their respective budgets and feasibility studies and whenever any financial information or expertise is required.
• Maintain good relations with banks to facilitate operation in the hotel.
• Maintain good relationship with government officials & other statutory bodies, to facilitate handling tax matters, licenses and all fiscal matters.

Reporting to RM, DOF, Director of Operations & CEO.

**Accounts Manager with Armada Bluebay Hotel. –** Full Time

**With Implementation of Navision ERP Software.** FromAugust2014tillSept 2015.

Front Office, Back Office, Material Management, Point of Sales & Fixed Assets Management.

**Member of preopening**

* Day To Day Accounting Activites.
* Daily Checking Night Audit Report.
* Posting of Monthly JVs.
* Actively associated with Monthly P&L meeting & Credit meeting.
* Monitoring of Food Costing. Posting of monthly COGS after taking closing stock inventory.
* Closing of Month ending process & Submission of Monthly M.I.S reports.
* Monthly preparation and submission of P&L A/c & Trial Balance.
* Submission of monthly TDF and Municipal Fees.
* Monthly & yearly closing
* Reporting to GM & CFO

**Worked as Group Fixed Assets Accountant. –** Full Time

**Royal Rose Hotel 5 star – Abu Dhabi, a Member of City Seasons Group of Hotels.** June2013 – August 2014

Reporting to Owning Company (Head Office).

**Member of Preopening**

* Having experience in overall office and general business procedures and strong familiarity with

hotel/tourism operations.

* Monitor, negotiate, and implement asset programs, Tagging of Assets and Tracking of Assets.
* Assigning Assets Category code, Category description, Assets name & Assets Code.
* Responsible for Asset Counting, Asset Auditing, Asset Locating, Asset Maintaining and Asset Controlling.

**Accounts Payable**

**City Seasons Group of Hotels** – Al Ain - Accounts Payable - Full Time

With **Opera, Sun System, Mfmc**

* Fully in charge of payment workflow and A/P Aging.
* Strong coordination with Receiving, Purchasing and HR Departments.
* Payment runs, Coding Suppliers, Invoices Posting to the system.
* Prepare and process accounts payable checks
* Reconciliation of payments. Prepare analysis of accounts
* Monitor accounts to ensure payments are up to date. Resolve invoice discrepancies.
* Vendor files maintenance & correspond with vendors and respond to inquiries.
* Produce monthly reports & Assist in month end closing.
* Relieve the Night Auditor on Day Off & running the night audit process independently.
* Handling of all Inventories with Mfmc independlty when required.
* Posting of Monthly JV’s- salaries, annual vocation etc.
* Year end Fixed Asset Inventory.

**Senior Accountant** 9/2012 till 05/2013

Emirates Concord Hotel – Full Time Dubai- UAE

With **Opera and IDS Fortune**

* Daily checking the night audit report.
* Checking the Present & Previous purchase price.
* Posting of all stores issues to respective department and respective accounts ledger.
* Reconciliation of All stores with receipts. Posting of Daily Purchase JV.
* Daily preparing of Bank Reconciliation.
* Preparing of Overtime, Final Settlement, Leave entitlement, Staff Payroll & Distribution of Salaries.
* Weekly Cash Inventory for all Outlets and Front office.
* Preparing the Incentives reports for all departments.
* Preparing the monthly payments like Dewa, Etisalat etc.,
* Posting of all monthly JVS (Assets, Operating equipments, Prepaid and Accruals)
* Co-ordinated with the external auditors for the Yearly Closing of Accounts.
* Independently closing of Month End Process.

**Senior Accountant** 2/2012 till 7/2012

**Qadi Accountant** (Grand Midwest Group Hotels) – Full Time Dubai - UAE

With **IDS fortune ERP**

* Managing & supervising Day to Day accounting activities of client.
* Daily Checking the Night Audit Reports and ensure that the Room Rates Posted for the day is according to the rates given by the Management.
* Daily F/O to Finance Posting.
* Daily Checking the Sales Summaries of Restaurant, Mini Bar Coffee Shop & Room Service along with K.O.T.
* Checking of Daily F/O audit transaction to ensure that any changes in rates has been done.
* Daily checking all the cash summaries for F/O & all POS and ensure that all the cash deposited into bank properly.
* Daily Checking of entries posted at front office which is related with other revenues ex. Mini bar, Guest Laundry, Pick-up-drop, Tele & Fax, and Foreign Exchange etc.
* Reporting Daily Cash figures to Head office & Posting Daily Bank receipts once it is reconciled by the Cashiering Summary report.
* Daily reporting to DTCM for New Guests Arrivals, Guests Revenue & Guests Modification.
* Posting of Purchase Journals, once it is tallied with Purchase requisition, Quotation, LPO, Delivery Note and GRN.
* Monitoring Accounts Payable and availability of funds to release the Cheques to suppliers on due date.
* Preparing Pro forma Invoices after confirmation of booking from reservation department.
* Monitoring Accounts Receivables (City Ledger) and sending the Invoices to the Clients with credit facility and monthly invoices for long staying Guest.
* Preparing of Budget and monitoring with Actual & reporting variances to the management at every month.
* Monthly Bank Reconciliation and posting the necessary JV if required.
* Posting of Credit Card Receipt entries and Monthly reconciliation of Credit Card Ledger.
* Posting of Month End JV, such as – prepaid expenses, payroll accruals, provisions, depreciation etc. submitting of payroll WPS file with bank.
* Monthly reconciliation of Ledgers between the Hotels & Head Office.
* Computation & Assessment of Municipal Fees.
* Implementing Internal Controls at F/O, Coffee shop, Restaurants, Room Service and Recreation Centre.
* Posting of Intercompany transaction for out booking of the Guest.
* Actively associated in Morning briefing along with all Department Heads & G.M.
* Taking necessary steps to solve the problem which is related with the accounts.
* Actively associated with Monthly P& L meeting & Credit meeting.
* Monitoring of Guests Food Costing, Staff Food Costing & Parties Buffet Costing.
* Posting of monthly COGS after taking closing stock inventory.
* Closing of month ending process & Submission of Monthly M.I.S reports.
* Monthly preparation and submission of reports (Bank reconciliation, occupancy analysis, Sales Aging Analysis, Outstanding Ledger Balance , P&L, Trial Balance & Financial Report ) to the head office.
* Reporting to Auditor at Head Office for any queries.

**Senior Accountant** 4/2011 till 1/2012

**Brook International 4 Development** – Full Time Abu Dhabi – UAE

 With **QuickBooks** **PRO ERP.**

* + Managing & supervising Day to Day accounting activities.
	+ Issuing of LPO to the suppliers & follow up with delivery and invoices.
	+ Monitoring Accounts payable and preparing cheques.
	+ Monitoring Accounts receivables and sending invoices to the clients.
	+ Daily Monitoring the job costing report for the various projects.
	+ Issuing the Tenancy contract, collection of Tenancy amount as per the contract and depositing of money in the account of customer.
	+ Maintaining PDC control account & timely deposit of PDC cheque.
	+ Properly checking of job request, worksheets and job done for villa maintenance & project.
	+ Checking of Driver Mileage report along with worksheet.
	+ Posting of amount which is spend for the particular project and maintenance work for the particular villas.
	+ Posting of Month End JV such as prepaid expenses, payroll accruals, provisions, Depreciation etc.
	+ Handling of petty cash and posting the JV to the particular ledger account.
	+ Monitoring the Stock Inventory at the Stores.
	+ Monthly Bank reconciliation and posting the necessary JV if required.
	+ Monthly submission of Profit & Loss account.

 **Senior Accountant** 3/2010 till 2/2011

 **Al Hamra Hotel** – Full Time Sharjah – UAE

**Member of Pre – opening Staff** with **Implementation of** **Fortune (I.D.S.) ERP.**

* Managing & supervising Day to Day accounting activities.
* Daily Checking the Night Audit Reports and ensure that the Room Rates Posted for the day is according to the rates given by the Management.
* Daily F/O to Finance Posting.
* Daily Checking the Sales Summaries of Restaurant, Coffee Shop & Room Service along with K.O.T.
* Daily checking all the cash summaries for F/O & all POS and ensure that all the cash deposited into bank properly.
* Daily Checking of entries posted at front office which is related with other revenues ex. Mini bar, Guest Laundry, Pick-up-drop, Tele & Fax, and Foreign Exchange etc.
* Posting Daily Bank receipts once it is reconciled by the Cashiering Summary report.
* Posting of Purchase Journals, once it is tallied with Purchase requisition, Quotation, LPO, Delivery Note and GRN.
* Monitoring Accounts Payable and Preparing Cheques.
* Monitoring Accounts Receivables (City Ledger) and sending the Invoices to the Clients.
* Preparing of Budget and monitoring with Actual & reporting variances to the management at every month.
* Monthly Bank Reconciliation and posting the necessary JV if required.
* Posting of Credit Card Receipt entries and Monthly reconciliation of Credit Card Ledger.
* Posting of Month End JV, such as – prepaid expenses, payroll accruals, provisions, depreciation etc.
* Monthly reconciliation of Ledgers between the Other Hotels & Head Office.
* Computation & Assessment of Municipal Tax.
* Implementing Internal Controls at F/O, Coffee shop, Restaurants, Room Service & Rec Centre.
* Actively associated in Morning briefing along with all Department Heads & G.M.
* Taking necessary steps to solve the problem which is related with the accounts.
* Actively associated with Monthly P&L meeting & Credit meeting.
* Monitoring of Food Costing. Posting of monthly COGS after taking closing stock inventory.
* Closing of Month ending process & Submission of Monthly M.I.S reports.
* Monthly preparation and submission of P&L A/c & Trial Balance.
* Reporting to General Manager & Internal Auditor at Head Office.

**Senior Accountant** 3/2009 till 2/2010

**Universal Cold Stores & Food Stuff Co.** – Full TimeDammam - Saudi Arabia

With **Oracle ERP**

**Per suing SAP – FICO (ERP)**

**Accounts Manager & Member of Pre – opening Staff** 3/2004 till 8/2008

Gulf Pearl Hotel, Sadaf Hotel & Mar Mar Hotel - Full Time Dubai - UAE

**Accountant -** Stromek Emirates Foundation LLC. 1/2003 till 2/2004 -Bur Dubai – UAE

**Accountant - Shanti Agencies & Arun Enterprises.** 5/1999 till 7/2003

**D**istributors for - M/s. Hindustan Lever Ltd. - Food & Beverage Division. Hyderabad – AP - India

**CFAgent** for - M/s. L’Oreal India Ltd & M/s. Vam Organics and Chemicals Ltd.

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| **PERSONAL DETAILS** |  |    **STRENGTH**  |
| *Date of Birth* | : | *27/03/1981* |  |        *Excellent presentation, communication & inter personal skills.* |
| *Nationality* | : | *Indian* |  |        *A decision maker, resourceful and work well under pressure.* |
| *Status* | : | *Married* |  |        *Able to function well under pressure created by work demand.* |
| *Gender* | : | *Male* |  | Ø  **Language:** English, Hindi, Urdu - Expert. ( *A*rabic - Basic ) |
| *Visa Status* | : | *Visit* |  |