**EDISON**

Email: Edison.374023@2freemail.com

**CAREER OBJECTIVE**:

A self motivated individual looking for a dynamic & major career related to Accounts /Finance.

**PROFFESSIONAL EXPERIENCE**:

**Al Marina Investment U.A.E (2016- 2017)**

**Night Auditor. Responsibilities;** Arrival & Check in of the day, Check room rate asper the company contract rates. All guest folio & their full settlement in form of cash, credit card, & Bill to Company. Check all the manual advances posted in system with their correspondence. Check laundry voucher, Business Centre voucher. & proper their tax breakage in system. Early Check in, late check out, PM room & their rate must be zero. Before night audit reports. Paid out, Rebate & currency exchange. Calculate total cash. Check in; Check out dummy rooms. Close Wish.Net & Touché

& tiger interface. Calculate room revenue of the day. Tele Credit dummy’s.

Settlement of credit card machine & reports. Credit card summary report. Run the night audit. After night audit reports. Revenue & Occupancy report. Daily Revenue reports. Market segment reports. F&B Statistics reports. Month end reconciliation of all payable commission to all online Channels.

**Income Auditor:**

* Verify the summary of daily Revenue Report.
* Prepared Hotel Revenue Reports. To verify and reconcile all revenue centers.
* To review Room Rate Charged to all in house guest as per their LPO & rack rate policy.
* Check all posting of cash, Credit cards, City Ledger and balance rebates, paid

outs, miscellaneous charges and employee Ledger in system.

* Checking General Cashier report as per the cash & foreign currency posted in system.
* To balance all work from Food & Beverage, Spa and retail outlets of the Hotel.
* Prepare and distribute a Daily Business Report of the day’s revenue.
* To set-up and maintain a complete and accurate daily filing of all PMS reports, Micros reports and miscellaneous source documentation.

* Ensure records with back-up are kept in line with legislation and as per company policies.
* Perform a detailed audit on all catering functions against original copy of Banquet Event Order.
* To assist with month-end closing and subsequent analysis of bank accounts and other balance sheet accounts, as directed by the Finance Controller.
* Check back Office system to ensure that revenue is correctly posted into Trial Balance & General Ledger.
* Check Tourism Fee & Municipality Fee is correctly posted.
* Assisting in covering guest inquiries to the Accounting department, including folio requests from guests, credit card inquiries from bank & guests.
* To maintain the accuracy of the Micros Or Touche system data.
* To monitor and record all Discounts & house account meals and entertainment expense report any non-compliance to the Finance Controller.
* Preparing commission reconciliation of all Online Channels.
* Assisting in month end closing with General Accountant & Accounting Team.
* To monitor and report (as necessary) the Daily Exceptions Report e.g. voids, adjustments, moves etc.

**Accounts Receivable:**

* Collection of money from Companies & allocated in billing system into Companies Ledger. Maintain AR client file & record.
* Check all bank transfer & payment advice from corporate client.
* Prepared & send invoices timely and accurate with company logo & bank details.
* Take acknowledgment of invoice delivered.
* Maintain receipts book of all payment received properly.
* Conduct credit checks on all customer, establish and manage limits.
* Ensure credit facility of Companies & their guarantor & creating their AR Account.
* Check Credit Card payments received in bank properly.
* Weekly report of invoicing totals/aging totals/collection report.
* Communicate with client & Companies on Phone, email & personally to resolve credit issues.
* Assisting in month end closing with General Accountant.

**Geek Group Dubai U.A.E: (2013-2015)**

**Worked as sales coordinator**, sending supplies in local market to vendor as per theirL.P.O. request with our invoices on credit basis or cash. Taking follow-up of our credit invoice from vendors. Prepares sales quotations for clients, negotiating term with client at a cost best suited for them. Focusing mostly on managing schedules and the distribution of any sales documents. Prepare sales reports on daily basis. Enhancing monthly & annual sales as well as comparison sales reports of monthly & annual basis.

**Avari Lahore Hotel:. (2008-2013)**

**Working as Night Auditor. Responsibilities;** Arrival & Checkin of the day, Check room rate as per the company contract rates. All guest folio & their full settlement in form of cash, credit card, & Bill to Company. Check all the manual advances posted in system with their correspondence. Check laundry voucher, Business Centre voucher. & proper their tax breakage in system. Early Check in, late check out, PM room & their rate must be zero. Before night audit reports. Paid out, Rebate & currency exchange. Calculate total cash. Check in; Check out micro dummy rooms. Close micro/Fidelio & tiger interface. Calculate room revenue of the day. Tele

Credit dummy’s. Settlement of credit card machine & reports. Credit card summary report. Run the night audit. After night audit reports. Revenue & Occupancy report. Condensed reports.

**F & B Night Audit**:

Responsibilities: Check all the Bill made through the Micro/ Night Audit Summary report. Telly Micro reports with Fidelio. Micro Audit. Tele credit dummies. Calculate total revenue. Tax Breakage in system. Calculate total cash. Daily sale reports. Discount reports. Condensed reports. Banquet Audit.

**Avari Dubai Hotel (U.A.E) 2011**

**Position: Night Auditor. Responsibilities**: Check all therates of guest in house with last night rates. All arrival & their rates as per the contract rates. PM room & their rate & package must be zero. Guest in house compliment & house use room**.** Rag. Card, & all departure, city ledger folio, settlements in form of cash, credit card & bill to company**.** Check laundry voucher, mini bar, rebate, paid out, currency exchange, visa fee vouchers, business centre, manual accommodation charges, telephone call’s. Check all the cash posting as per the cashier’s closures. Posting in credit dummies. Tele all the room revenue. Check in; check out, Micro/ Opera dummies. Run the night audit after checking & taking all the night audit reports. After night audit reports. Room Revenue reports & occupancy reports. Late check out, Early Check in, Key audit.

**F& B Night Audit:.** Check all restaurant check made through the micro. Telly microreports with opera reports. Check their proper settlement. Run Micro audit. Revenue reports.

**Pakistan Educational Institute**:.**2008**

**Account Officer: Responsibilities:** Monthly BudgetSheet, Expenses sheet on monthly basis. Quarterly budget expenses sheet. Annual reports related to the annual project. Salary sheet receipts of employees. Project Presentation reports. Preparation of Invoices.

**Stitch ‘N’ Style (PVT) LTD:**.**2006**

**Asst. Export Officer; Responsibilities:** Preparation ofcommercial invoices, packing list, E.Form, Insurance Paper’s, Shipping Bill, Airway Bill, cash payment & received vouchers. Employees Salary cheques, all kind of party payments Cheques. Responsible for daily factory expenses, Posting of petty cash vouchers. Worked on pay roll. e.t.c.

**ACADEMIC QUALIFIQATION**:

* B.COM

Punjab University Lahore.

* I.COM Lahore Board.
* Matriculation. Lahore Board.

**Computer Skills**.

 Prol’Ific Pay Roll

 Wish. Net (PMS) M/S Excel

 TOCHE (POS) M/S World

 Opera System M/S Power Point

 Fidelio Internet / Email e.t.c

 Micro

**Personal Information.**

Religion: Christian

Pass Port# AU5295351

U.A.E ID# 784-1983-0725360-3

N.I.D. Card# 35200-1489535-5

Nationality: Pakistani

Reference: Will be furnish**.**