**ARSHAD**



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**SENIOR EXECUTIVE LEVEL FINANCE PROFESSIONAL**

**20 Years of Exp. in Five Star Hotel and Catering industry** | **Master of Business Administration – Finance**

A highly motivated and results driven finance manager who has over 20 years of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including strategic financial planning, preparing annual budgets, monitoring key accounts and credit control. Having the ability to handle complex assignments effectively and possessing persistence and assertiveness combined with tact and diplomacy.

* Possessing a long proven track record of contributions leading to lowered risk, strategic implementation, costing & budgeting, heightened productivity and enhanced internal controls.
* **Master of Business Administration (Finance) – MBA** –Florida Green University, Pakistan in the year 1995.
* Demonstrated excellence in achieving operating excellence and improving bottom line profit; exposure in developing and implementing financial controls & processes. Solutions focussed, proactive, and dynamic; system and process savvy with excellent skills in boosting process efficiency, risk management and mitigations.
* Distinction of introducing new concepts and systems for achieving considerable cost reductions. Hands-on experience in entire finance functions including maintenance & finalization of accounts, financial analysis, profit monitoring, costing & budgeting, building internal financial controls, etc.
* Experience in implementing financial results forecasting system for providing accurate future projections and budgeting system; implementing international financial standards, standard operating procedures (SOP), internal financial controls, project costing and profitability, funds management, feasibility studies & projection, pre-opening expenditures analysis and amortization.
* A forward thinking person who is strong leader and team oriented. Possess competencies in achieving both corporate and personal goals in diverse cultures. An approach with excellent relationship and time management skills; efficient team leader striving consistently for delivering the responsibilities and offer quality work by streamlining finance and accounts operations.
* An effective communicator with excellent interpersonal skills coupled with strong analytical, problem solving & organizational abilities. Strong ability to influence thinking, build strategic alliances and consensus.

**KEY SKILLS & EXPERTISE**



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| Financial |  | Financial Control | Cost & | Financial | Leadership & |  |
|  |  | & Fund |  | Budgetory | Controls & | Team |  |
| Management |  |  |  |  |
|  | Management | Control | Processes | Management |  |
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| ▪ Cash Flow Management |  | ▪ Pre-Opening of Five Star Hotels | ▪ Income Audit Controls |  |
| ▪ Budgeting & Forecasting |  | ▪ Implement Controls & systems | ▪ MIS & Management Reports |  |
| ▪ Financial forecasting |  |  | ▪ Credit Controls & Credit Analysis | ▪ Regulatory Compliance |  |
| ▪ Interpreting financial data |  | ▪ Payable & Receivable Management ▪ Training & Development |  |
| ▪ Strategic Business Planning |  | ▪ Inventories Turn Over Analysis | ▪ Attention to detail |  |
| ▪ Financial Risk Management |  | ▪ Knowledge of IFRS/ GAAP | ▪ Excellent Communication |  |

*Computer Proficiency:*

* AXAPTA Microsoft Dynamic 2012 R3 (Synergy) in process of migration
* AXAPTA Microsoft Dynamic 2009 (Columbus IT/Synergy) ERP complete system implementation
* Payroll System – Oasys, AMenaItech, Paytrax, HRB from Synergy System.
* Sun System - Accounting Management System (vision xl)
* Fidelio / POS & Opera (Front & Back Office Configuration and Implementation)
* Solomon – Accounting Management System (Design Financial Reports & Analytical Reports)
* Prologic First System (Front Office and Back Office Including Stores)
* FBM (Inventory System)
* MS Office Applications – Advanced in MS Excel Application

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**PROFESSIONAL EXPERIENCE**



**FINANCE DIRECTOR**

**Royal Catering Services L.L.C. Abu Dhabi- Jun 2012 – Present**

Responsibilities:

* Responsible for managing the finance team within the company and coaching them to manage budgets, forecasts, working capital, statutory reporting and regulatory requirements.
* Handling and managing the entire financial and business operations as well as company internal & external audits.
* Presenting a true & fair view of the financial position of the company by preparing financial statements viz, P&L Account, Balance Sheet and Annual Reports.
* Making financially related business decisions and addressing all finance/budget issues that affect the company.
* Working closely with the CEO to help manage the overall business to optimize profits.
* Driving continuous process improvement in the finance field throughout different departments and operations.
* Leading the finance function for the division, and ensuring the integrity of its accounting policies and standards.
* Writing up annual budgets (actual and forecast), cash flow forecasts and also monthly management accounts.
* Supporting the company’s CEO in developing, refining and delivering corporate strategy within the business.
* Capital expenditure planning and controls, purchasing of fixed assets and operating equipments, tracking and depreciation management system.
* Preparing Annual Budgets and Forecasting, Financial Business Plans and Cash Projections.
* Analyzing differences between actual budget wages and forecasted wages for more efficient budget planning.
* Providing analytical support during budget reviews to identify cost saving and productivity opportunities for property managers.
* Ensuring a strong accounting and operational control environment to safeguard assets, improve operations and profitability.
* Leading the development and implementation of a comprehensive annual business plan which is aligned with the company’s and brand’s strategic direction.
* Creates appropriate development plans which develop team members based on their individual strengths, development needs, career aspirations and abilities.
* **Played key role in Business Planning** during the launching of 5 new top class restaurants and camps in the region.
* **Strategic selection and implementation of ERP System** –Microsoft Dynamics 2009 with Reservation systemsetup for Camp management.
* **Demonstrated operational efficiency** through process improvement and employee training which streamlinedfinance operations and accurate MIS reporting on time.
* Implemented Finance policies &procedures towards better controls; and to enforce uniformity accounting system.
* Set up effective Cash Flow Management system for the retail, restaurant business and Camp & catering divisions.



**ASSISTANT DIRECTOR FINANCE**

**Sofitel Dubai Jumeirah Beach Residence – Dubai, UAE** **May 2009 – May 2012**

Responsibilities:

* Monitoring cash flows and ensuring that funds are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash flow management.
* Analysing the financial viability of new ventures & forecasting the amount of project funds required.
* Capital expenditure planning and controls, purchasing of fixed assets and operating equipments, tracking and depreciation management system.
* Conceptualising and implementing international financial standards procedures, including working capital management, internal financial controls, project costing & funding and pre-opening expenses analysis
* Handling and managing the entire financial operations as well as company internal/ external audits and municipality fees functions and preparing reports thereon.
* Working with executives and business heads to prepare budgets and track profit / loss performance by business unit and on consolidated basis.
* Advising the GM/ Divisional Managers & executive committee on existing and evolving operating/financial issues.
* Creating solutions to new financial challenges by applying financial/ treasury knowledge.
* Liaising with other departments and business units on a range of issues.
* Providing advice on financial matters impacting on the company as a whole.
* Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities.
* Ensured the opening of the property according to the defined schedule of implementation and critical path.
* Integrated the use of hotel industry practices and technology into system Fidelio, SunSystem, Opera and Oracle Business Intelligence.

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**ASSISTANT DIRECTOR FINANCE**

**Amwaj Rotana Hotel and Resort – Dubai, UAE** **Jan 2008 – Apr 2009**

Responsibilities:

* Managing finance functions involving determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial control.
* Assist the Finance Director in preparing capital reviews as required by the senior management.
* Overseeing the work of the Payroll, Cash Flow Forecast, Income Audit, Night Audit, Receivable & Payables, Cost Controller, Inter Company Transactions, Reconciliation, Inventory Management and Fixed Assets Management.
* Assist the Finance Director by providing full and accurate forecasting and budgeting proposals within the hotel division and in other areas where required.
* Ensure all financial regulations are met, through the maintenance of adequate systems of internal controls.
* Train and develop the local Finance team, supporting greater understanding and process improvements and ensure operational cover and succession plans are in place.
* Handling preparation of MIS reports and analytical reports and reconciliation statements as well as undertaking analysis to key indicators to assist top management.

**ASSISTANT FINANCE MANAGER / FINANCIAL ACCOUNTANT**

**Jumeirah Madinat Jumeirah Group – Dubai, UAE** **May 2004 – Dec 2007**

Responsibilities:

* Managing and improving the company's entire financial accounting, monitoring and reporting systems.
* Ensuring all month end journals are posted in a timely and accurate way with appropriate supporting information.
* Playing a strategic role in managing the company’s finances, budgets and associated business interests.
* Liaising as appropriate with a range of internal and external stakeholders & responding to their needs accordingly.
* Helping the business to respond in an agile and flexible manner to any business opportunities that may arise.
* Negotiating & working with a variety of internal and external stakeholders on issues of mutual financial concern.
* Fostering a culture of continuous improvement within the various budgeting, accounting and finance departments.

***Previous Experience:***

**FINANCIAL CONTROLLER / SENIOR ACCOUNTANT**

**Embassy Suites Hotel & Apartment – Dubai, UAE (Al Otaiba Group)** **May 2002 – Apr 2004**

**ACCOUNTANT / CREDIT CONTROLLER**

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| **Four Points Sheraton – Sheikh Zayed Road, Dubai, UAE** | **Aug 2001 – Apr 2002** |
|  |  | **EDUCATION/ CERTIFICATION** |  |
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| ▪ **MBA** – **Master of Business Administration (Finance)** –Florida Green University, Pakistan | 1995 |
| ▪ **B.Com – Bachelor of Commerce –** University of Karachi, Pakistan |  | 1989 |
|  |  | **TRAINING** |  |  |
|  |  |
| ▪ Risk and Security Management – Precept Management Consultancy USA | 2009 |
|  |  | **PERSONAL DETAILS** |  |  |
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| Age, Marital status | : 46, Married | Languages known | :English, Urdu, Persian and Punjabi |
| Nationality | : Pakistan | Driving License | : Valid UAE Driving License |  |

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