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| Sadam |
| **Citizenship** :- **Pakistan** ▪ **Date of Birth** :**24.01.1986**  **Languages** : English, Urdu |
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| |  | | --- | | **Contacts:-** | | **Tel : C/o 0504973598**  **E-mail** [sadam.378905@2freemail.com](mailto:sadam.378905@2freemail.com) |  |  | | --- | |  | |  | |

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| **Profile :-** | | |
| |  |  | | --- | --- | | *Personal Statement:-* | I enjoy challenges, which I love to face with diligence. I require and exude excellence in everything I purpose my heart to do. I enjoy teamwork; believe in discipline and in ensuring that all players are willing and able to do the best in them. I believe in efficiency, diligence and positive thinking and work well done under little supervision. Loyal to the service and causes involved in. Most of all I believe in fairness, honesty and integrity. | | *Objective:-* | I am seeking a position within Finance Department, possibly with an international perspective that will help and enable me to advance in my career as Accounts Receivables and related departments. | | | |
| **Basic Skills:-** | | |
| *Communication:-* | Deals with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions |
| *Problem solving:-* | Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality. |
| *Planning and Organizing:-* | Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner |
| *Team Player:-* | Enjoys sharing knowledge and encouraging development of others to achieve specific team goals |
| *Punctuality:-* | Make sure that my work is submitted on timely manner and my attendance is as per the company policy without failure. |

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| **Education:-** |
| |  |  | | --- | --- | | **2007** | MBA Finance Federal Urdu University Islamabad (Pakistan) Continue | | **2005** | **B.Sc. Mathematics and Statistic ,**  Malakand University (Pakistan) | | **2003** | FSC PRE Engineering University of Peshawar(Pakistan) | |
| **Working Experience:-** |
| |  |  | | --- | --- | | Served as a waiter Islamabad Serena Hotel Dec2009 to Sep-2011(Member of Leading Hotel of the World)Served as a *Night Auditor Tangram Hotel Erbil (November 2012 to Jan 2015)* |  | | Served as a *Income Auditor Tangram Hotel Erbil (January 2015 till to date.* |  | |  |  | |

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*Software Using:-*

* Sun System (Accounting)
* Opera (Outlet Operation )
* Micros (F&B Outlet)
* FMC (Material Management)

### *Key Responsibilities:-*

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| * Daily Revenue Report |  |  |
| * Manager Flash |  |  |
| * Guest in-house control |  |
| * Revenue Reconciliation Micros Vs. Opera Vs. Sun |  |  |
| * Room Reconciliation |  |
|  |  |  |
| * Rate Check Report by Market |  |
|  |  |  |
| * Rate Change Report |  |
|  |  |  |
| * No-show (Justification) |
|  |  |  |
| * Complimentary Rooms |  |
|  |  |  |
| * Discounts & Rebates |  |
|  |  |  |
| * Refund & Paid-out |  |  |
|  |  |  |
| * Breakfast Reconciliation Report |
|  |  |  |
| * Early Check-in & Late Check-out Report |
|  |  |  |
| * Rate Variance Report |  |
|  |  |  |
| * Today Arrival Report |  |
|  |  |  |
| * Guest in-house: Exceeded Credit Limit  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | * *100% Discount / Complimentary Meals* | | | |  |  |  | | * *Reductions / Other Discounts / Void* | | | | | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | | |  | | |  |  | |  | | |  | | | | | | * *Discrepancies Report: Cashier Report Vs. Actual Drop* | | | | | | | | | |  | | | | |  | |  |  | | * *Drop & Withdrawal of envelopes* | | | | | | | |  | |  | | | | |  | |  |  | | * *Foreign Exchange / Change* | | | | | | |  |  | | * *Corrections (if any)* | | | | |  | | | | | * *Spot Checks (if any)* | | | | |  |  | |  | | | |

### *Activities:-*

* Preparation of monthly Invoices.
* Preparation of monthly payment.
* Submitting report to the Management as per their requirement.
* Well experienced in Accounts up to Finalization and all Accounts related jobs.