|  |
| --- |
|  Sadam  |
| **Citizenship** :- **Pakistan** ▪ **Date of Birth** :**24.01.1986****Languages** : English, Urdu |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Contacts:-** |
| **Tel : C/o 0504973598****E-mail** sadam.378905@2freemail.com  |

|  |
| --- |
|  |
|  |

 |

|  |
| --- |
| **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.  |

|  |
| --- |
| **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.*  |  |
|  |  |

 |

###

*Software Using:-*

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

### *Key Responsibilities:-*

|  |  |  |
| --- | --- | --- |
| * 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.