

 **OBJECTIVE** 

Seeking a position in a well versed corporate environment where I can apply my expertise and creative problem solving skills in innovative way. Oppor-tunity to grow with the organiza-tion.

**PERSONAL INFORMATION**

DOB May 11, 1977

Marital Status Married

Nationality Pakistani

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Kamran.hafeez99

www.linkedin.com/hp/?dnr=Ux-

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**EDUCATION**



* **Major in “Finance” Al-Khair University (UGC recognized)----**

**Pakistan -**

* **Feb 2010 ICMAP (Registration no: 20091385 Completed “Professional Stages I, II & III”**
* **Dec 2001—ACCA (Registration no: 0765814—Complete**

**SKILLS**

Micro Fidelio Financial (MFF) - Fidelio Materials Control (FMC) - OPERA Front Office, Oracle Property Man-agement System (OPMS), Quick Book Pro, Peachtree, Budgeting, financial reporting, data analysis, Microsoft office, forecasting, gross profit analy-sis, expense management.



**VOLUNTEER EXPERIENCE**

Revenue Excellence - An



Introduction to Revenue

Management– Dec 2016



Train the trainer– Jan 2016

Coaching & Counseling – Jun 2011 Train the trainer– April 2011

**KAMRAN**

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| --- | --- | --- |
| **+971504973598** | **Kamran.376856@2freemail.com** |  |
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**On Visit**

**EXPERIENCE** 

**ASSISTANT DIRECTOR FINANCE —— Jan 2011 to date**

**Hashoo Group Owners & Operators of Marriott Hotels & Pearl Continental Hotels (Ex Inter Continental Hotel).**

I handled all aspects of coordination and planning for audit’s with external and inter-nal auditors. Assist the accounting department with financial information and Review supplier invoices, general ledger coding of expenses and verify supplier payments with supporting invoices. Closely scrutinize funds transfer and cash disbursement protocols within the organization. Verify expense reimbursement with supporting documents and ensure that they are in accordance with the policies and procedures. Prepares Daily Cash Position report and maintain the highest level of investment of excess funds in accordance with Corporate guidelines. Prepares or oversee the preparation of all local, state and tax returns and other reporting on a timely basis. Holds monthly department meetings with finance staff. Prepare, post and update standard journal vouchers and adjustment journal voucher entries at the month end, such as - prepaid expense, operating provisions, payroll, payroll accruals, general stores issues, engi-neering store issues, reconciliation of food & beverage cost, accruals, provisions, allo-cation of expense, etc. Co-operate, co-ordinates and communicates with other depart-ments in matters concerning receiving, accounting for and controlling the cost of food, beverages and general supplies. Assists in follow-up on capital expenditures to ensure compliance with original justification and approval. Assists in implementing and main-taining acceptable financial practice and procedures. Supervision and review of monthly, quarterly, half yearly and annual accounts. Sanctioning of capital expendi-ture in line with approved capital expenditure budget. Financial sanction of Purchase Order and CERs. Review of daily income audit report with its subsequent approval.

**MANAGER ACCOUNTS —— January 2005 to December 2010**



**Welmark Pharmaceutical Private Limited.**

Managing the financial reporting function, including monthly management accounts, financial statements under IFRS. Preparation of management reporting pack for senior and executive management team, and high profile Board. Development of financial and business systems, processes and procedures, ensuring robust internal control framework. As a Accounts Manager, I am also responsible for developing and perform-ing a business plan and meeting performance and financial objectives. Proactively monitor market trends to update clients on brand issues and provide clients with rec-ommendations on expanding their brands. Review profitability of all product lines and regions and take appropriate steps to improve profitability where necessary.

**MANAGER ACCOUNTS —— November 2000 to December 2004**

**Ravi Private Limited - - LPG - Marketing.**

Monitor and identify adoption and utilization trends. Provide recommendations based on customers’ business needs and usage patterns. Performs administrative duties such as preparing and/or updated sales budget and business plans; generates and submits accurate reports keeps accurate, historical sales records per customer, and files ex-pense reimbursement reports in a timely manner. Updates the company’s Outlook Directory and the ERP system with customer and project details as available. Obtains and follows-up on credit applications necessary to open a new account and supports the credit/collection processes as necessary. Day to day accounting operations (during the initial growth phase), and developing a team down the line. Liaising closely with a range of financial advisors/ professionals - auditors, tax, legal and banks.