



KALEEM ASLAM

Cluster Financial Accountant

PROFESSIONAL SUMMARY

A qualified Management Graduate in Finance with more than five years of proven work experience in detail-oriented and multi-functional environments.

A Self-motivated and Results-oriented individual with the ability to prioritize responsibilities to meet deadlines. Always stay focused and dedicated to the Job and love to work with the team both in the capacity as a leader and colleague with an objective of self-development and for the progression of the organization.

CONTACT DETAILS

+971-55-7018481



kaleemaslam2003@yahoo.com
Kaleemaslam2003



House # 76, Khalifa City A, Abu Dhabi.

PROFESSIONAL SKILLS

- VAT Expert ●●●●●●
- Pre-Opening ●●●●●●
- Microsoft Excel ●●●●●●
- Opera PMS ●●●●●●
- MFF Sun System ●●●●●●
- Materials Control ●●●●●●
- Macros & Vision ●●●●●●

PROFESSIONAL EXPERIENCE

RADISSON BLU HOTEL & PARKINN BY RADISSON, YAS ISLAND, ABU DHABI

Comprises of 601 Room Keys, 7 F&B outlets, Banquet, SPA & Health Club

Cluster Financial Accountant -- April 2017 to Present

- Managing and supervising the team of accounts payable, Income Audit, cost control and Credit Control.
- Prior verification of postings into the accounting system and reconciliation of general ledger accounts.
- Preparation and reconciliation Bank Statement and General Cashier Reports.
- Posting of Payroll, cost control, Prepaid and accruals JV's.
- Updating the 18 months rolling forecast into the SAP module and discussing the monthly changes in hotel revenues with all concern HOD's.
- Preparation of Income Statement, Balance Sheet Reconciliations.
- Preparation and reporting the monthly Financial Statements to the owners and management.
- Updating monthly numbers in SAP System including P&L, Balance Sheet, Statistics, HR Reporting, Responsible Business numbers and all other Investments related figures for the management.
- Validation of reports and ensuring the completeness of reports as per the monthly checklist.
- Reporting the Revenues, GOP & AGOP on management intranet for management Fee Calculations.
- Conducting the interviews with all the concerned departments to finalize the ICQ's and update in SAP Module.
- Liaison and coordination with ADTCA, Internal Auditors and external auditors for Interim and yearly audits.
- Perform any special duties as assigned by the Financial Controller.

IBIS STYLES HOTEL, JUMEIRA DUBAI (Member of Pre-Opening Team)

Comprises of 191 Room Keys, 3 F&B outlets, Banquet, SPA & Health Club

Senior Accountant – July 2015 to April 2017

- Preparation of P&L Statements and Balance Sheet.
- Monthly review of department wise P&L with HOD's.
- Preparation of Month-end closing Reports.
- Posting of all Revenue/Receivable related JV's into MFF.
- Reconciliation of Debit Credit Note, Bank Statement, General Ledger Accounts and Credit Card.
- Preparation & Posting of Prepayments, Accruals JV's.
- Review accounts payable checks before passing to FC.
- Supervising and leading the Income Audit / Account Receivable Section.
- Conducts credit investigations so that an intelligent appraisal of the client's worth, character and ability to pay may be ascertained to justify extension of credit.
- Plan and maintain a system for the regular follow-up and collection of receivables in accordance with the hotel's policies and terms.



EDUCATIONAL QUALIFICATION

MASTERS:

Year: 2008-2010

Institute: GIFT University, Pakistan.

Majors: MBA – Finance.

BACHELORS:

Year: 2005-2008

Institute: Punjab University, Pakistan.

Majors: B.Com.



LANGUAGES

English

Urdu



REFERENCE

Name: Mr. Nasr Ahmed

Designation: Asst. Financial Controller

Company: Sofitel by Accor, JBR

Email: h6146-gl1@sofitel.com

Cell#: +971 55 832 9862

Name: Mr. Syed Jaffar Shah

Designation: Financial Controller

Company: Ibis Styles Jumeirah Dubai.

Email: ha089-gl@accor.com

Cell#: +971 52 684 2922

- Plan and maintain a system for the regular follow-up and collection of receivables in accordance with the hotel's policies and terms.
- To prepare Statement of Account at end of the month for each debtors and send them routine reminder letters as and when required and keep the aging at lowest level.
- Prepares detail of outstanding for the weekly / monthly credit meetings.
- Develop and maintain credit relationship with clients, banks, other hotels for the purpose of obtaining and exchanging credit and financial information.
- Performing the Key Roles of Cost Control Section, which includes daily reporting, menu costing and monthly closing of Cost Control.

ISLAMABAD SERENA HOTEL, PAKISTAN

Comprises of 387 Room Keys, 7 F&B outlets, Banquet, SPA & Health Club

Income Auditor – January 2012 to May 2015

- Ensure all departmental Policies, Procedures and Standards are properly implemented and being followed.
- Assurance of Daily Revenue and maintain Daily Outlet wise Reports.
- Check and verify the Manager Reports inputted by the Night Auditor.
- Preparation of Monthly Early Bird Highlights.
- Preparation and Reconciliation of Unearned Income.
- Preparation Prestige Club Reward Program P&L.
- Reconciliation of Inter-units and send the Debit/Credit Note to respective Units.
- Preparation of Daily General Cashier Report.
- Monitoring of cashier shortages/overages and investigates any substantial amount and brings it into the knowledge of Management.
- Spot check and Cash Count of all revenue centers.
- Audit the List of Voided Restaurant Checks for proper approvals.
- Daily Audit of Banquets and settlements of advances.
- Daily Room Audit (Room Rate check report, Arrival report, Room discrepancy Report, Reservation Cancellation, Room Move)
- Daily Reconciliation of Prestige Club Reports (Point earned, Redemption of Points and daily Discount to Prestige Club Members.)
- Preparation of Up-selling/Incentives and Health club Commission.



CERTIFICATE & ACHIEVEMENTS

- Elected as associate of the month for July 2012 and nominated as associate of the year for 2012 at Islamabad Serena Hotel, Pakistan.
- Certificate of appreciation for excellent services at Ibis Style Hotel, Jumeirah, Dubai.
- Certificate of Attendance Business Idea competition at Lahore Chamber of Commerce, Pakistan on 02-July-2010.
- Certificate of Attendance (Panel Discussion on Human Resource Management in challenging Times at International Islamic University Islamabad, Pakistan on 13-Feb-2010.