


Personal Info:	<p>Hamaad Khalid DOB: August 07,1988 Gender: Male Marital Status: Married Nationality: Pakistani Current Country: UAE Visa Status: Employment-Transferable. Current Address: Down town, Dubai, UAE Contact # +971528390878 Email: hamaadkhalid@gmail.com</p>	
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Objective: To secure a position where my existing skills and practical experience of more than Seven years in the field of Audit, Finance & Accounts can be utilised by a progressive organisation with considerable advancement opportunities.

At a Glance

Experience:	S#	Organization	Designation	Tenure
	1	Fresenius Medical Care Gulf LLC.	Accountant.	February 2015 to till Now.
	2	Holiday Inn(IHG) Downtwon, Al Rigga (UAE, Dubai)	Income Auditor.	September 2013 to February 2015.
	3	Mecure (ACCOR) Grand Hotel Jabel Hafeet (UAE, AL Ain)	For Income Auditor.	November 2012 to September 2013.
	4	F.R.A.N.T.S & Co. Chartered Accountant.(Gold Status in ACCA)	Internee.	August 2011 to July 2012.
	5	STARPAK GROUP OF COMPANIES	Assistant finance manager.	February 2008 to January 2009

Education: **ACCA (Continues)**, B.Com (Bachelor in Commerce).

Details:

Experience:	Organization	Fresenius Medical Care Middle East FZ LLC.
	Organization Type	Medical Corporate/ Head Office
	Employer Contact Number	Phone# +971 (0) 4 4560 637, Fax# +971 (0) 4 4552 092
	Designation	Accountant.
	Location	Fresenius Medical Care Middle East FZ LLC. Dubai Health Care City, Dubai, UAE. Website: www.fresenius.ae
	Type of Experience	Full Time
	Tenure	February 2015 to till.
	Job Descriptions	<p>Accountant:</p> <ul style="list-style-type: none"> • Prepares asset, liability, and capital account entries by compiling and analyzing account information. • Documents financial transactions by entering account information. • Recommends financial actions by analyzing accounting options. • Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. • Substantiates financial transactions by auditing documents. • Maintains accounting controls by preparing and recommending policies and procedures. • Guides accounting clerical staff by coordinating activities and answering questions. • Reconciles financial discrepancies by collecting and analyzing account information.

		<ul style="list-style-type: none"> • Secures financial information by completing data base backups. • Maintains financial security by following internal controls. • Prepares payments by verifying documentation, and requesting disbursements. • Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. • Accomplishes the result by performing the duty. • Contributes to team effort by accomplishing related results as needed.
Organization	Holiday Inn Downtown (IHG), Al Rigga.	
Organization Type	Hospitality	
Employer Contact Number	Phone# +971 (0) 4 228 8889 , Fax# +971 (0) 4 288 0033	
Designation	Income Auditor.	
Location	Holiday Inn Downtown Al Rigga, Dubai, UAE. Website: www.ihg.com/holidayinn/hotels/us/en/dubai/dubdt/hoteldetail	
Type of Experience	Full Time	
Tenure	September, 2013 to February, 2015.	
Job Descriptions	<p>Auditing, Costing & Accounts:</p> <ul style="list-style-type: none"> • Variance analysis and its explanation. • Analyze the budget vs actual, actual vs last year data. • Reconcile the general ledgers (Income). • Reconciling the room rate with holidex system generated rate on daily basis. • If differences arise, prepare discrepancy report and approved by Front Office manager, Finance Controller and General Manager. • Report of reconciliation F&B revenue, POS Vs Brilliant. • Verifying the refunds properly paid to actual Guests. • Have a check and balance on adjustments and allowance, approved if proper back up is provide. • Implement the systems for discounts, void and cancelled checks in all outlets. • Guest ledger, City Ledger Reconciliation. • Prepare Open paymaster report. • Conduct Cash Sales Test Quarterly. • Reconcile the commissions of travel agents with guest-stayed revenue. • Prepare Statistics JVs, Nationalities and F&B Covers, Analysis. • Export the revenue from Brilliant to SUN and made manually entries in SUN system. • At month end, prepare month end Closing JV's in SUN system, Telephone, Tax Adjustment, A&G, and G.C.R etc. • Prepare different reports Daily, Weekly and Monthly, e.g. No show, Complimentary, early arrivals, late departures, General Cashier Report (G.C.R), Room reconciliation(house keeping report), Guest Credit limits, A&G Report, Open checks test, Open Paymasters, Guest advances, Tips calculation, Breakage report, Food Basket complimentary report. • At spot cash count of the outlets including front office cashiers. • Calculating the Tax. • Calculating the Service Charge. • Incentives Calculation for the Front Office as per policies. • Commission Calculation for the various Travel Agents, IHG and Web Bookings. • Assist to chief accountant to provide Balance Sheet supporting. 	

		<p>Receivable: (Also performed the duties of Receivable)</p> <ul style="list-style-type: none"> • Reconciliation of PMS credit cards reports with credit card machine X, Z Reports. • Review the city ledger folios with supporting documents such as charge slips, LPOs, etc. • Allocation of payments against invoices in PMS. • Communicate with Travel agents and Companies to collect the payments. • Prepare analysis of accounts. <p>Payable: (Also performed the duties of Payable)</p> <ul style="list-style-type: none"> • Review and verify invoices. • Matching invoices with Back Ups. • Post transactions to journals, ledgers and other records. • Prepare and perform check runs. • Reconcile accounts payable transactions. • Prepare analysis of accounts. • Assist with month end closing.
Experience:	<p>Organization</p> <p>Organization Type</p> <p>Employer Contact Number</p> <p>Designation</p> <p>Location</p> <p>Type of Experience</p> <p>Tenure</p> <p>Job Descriptions</p>	<p>Mecure (ACCOR) Grand Hotel Jabel Hafeet (UAE, AL Ain)</p> <p>Hospitality</p> <p>Phone# +971 (0) 3 704 6702 , Fax# +971 (0) 3 783 8786</p> <p>For Income Auditor</p> <p>Mercure Grand Hotel Jabel Hafeet, Top of the Jabel Hafeet, UAE, Al Ain. Website: www.mercure.com</p> <p>Full Time</p> <p>November, 2012 to September, 2013.</p> <p>Accounts & Audit:</p> <ul style="list-style-type: none"> • Thorough Audit of the Micros System bills with Opera generated Reports to ensure the existence and completeness. • Reconciliation of Opera credit cards reports with credit card machine X, Z Reports. • Making Adjustments in Opera software regarding justify the each Outlet Income. • Run the Night Audit and reset the Micros systems. • Verifying the refunds properly paid to actual Guests. • Preparing Daily Flash on excel, email to head office and all management. • Preparing different Reports on daily basis e.g. Discount report, No Show report, Complementary rooms report, Room Reconciliation report, Daily Audit Summary etc. • Implementing the Systems in all Outlets. • Review the city ledger folios with supporting documents such as charge slips, LPOs, etc. • Changing the Foreign Currency rate in Opera System. • Transferring the data from Opera to Sun system on daily basis. • Analysis the revenue of Food & beverage, Rooms revenue and other income. • Monthly Closing, distributing, reallocation of service charges. <p>General Cashier: (Also performed the duties of General Cashier)</p> <ul style="list-style-type: none"> • Prepare cash report. • Creating JVs in Sun system for cash clearance. • Handling bank Transactions. • Maintain cash float for change provide to hotel. • Creating Expense vouchers. • Receiving other income.

Experience:	Organization	F.R.A.N.T.S & Co. Chartered Accountant.
	Organization Type	Audit & Consultancy Firm
	Employer Contact Number	Phone# +92-52-426 5194, 459 4754, 458 9500, Fax# +92 (052) 458 2809 Website: www.frants.pk/
	Designation	Internee.
	Location	2 nd floor Riaz Palaza, Paris Road, Sialkot.
	Type of Experience	Full Time
	Tenure	5 th August, 2011 to 3 rd July 2012
Job Descriptions	<p>Financial:</p> <ul style="list-style-type: none"> • Prepare payment, journal and receipt vouchers, Record all transactions in relevant ledgers & other books of account. • Prepare cheques & ensure that they are delivered properly. • Preparation Expense Budget & presented to Supervisors for Fund transfer. • Ageing of outstanding advances/receivables. • Project feasibility. <p>Accounts & Audit:</p> <ul style="list-style-type: none"> • Thorough Audit of Journals, Ledger Accounts and trail balances of Clients. • Preparation of Record Files. • Performed Stocktaking, Inventory Counts. • Preparation of Stock Verification Reports. • Auditing tasks as directed Collection of Audit Evidence. • Preparation of Confirmation Letters (Banks, Suppliers and Customers). • Studied balance sheets and audit accounts. • Assisted with other. 	
Organization	STARPAK GROUP OF COMPANIES	
Organization Type	MULTI-NATIONAL GROUP OF MANUFACTURERS, EXPORTERS, IMPORTERS & DISTRIBUTORS.	
Employer Contact Number	Phone# 92- 52-3556611, FAX# 92-52-3556615 Website: www.starpak.com.pk	
Designation	Assistant Finance Manager	
Location	WAZIRABAD ROAD, UGOKI, SIALKOT, Pakistan	
Type of Experience	Full Time	
Tenure	2 nd FEB 2008 to 25 th JAN 2009	
Job Descriptions	<ul style="list-style-type: none"> • Assist in the day-to-day running of the Accounts Office. • To help the Key Assistant Accountant and Production Accountant to maintain records of invoices and creditors' payments. • Keep records of all transactions, and responsible for the preparation of accounts payable, invoices and purchase orders, and petty cash and payroll calculation. • Process Cheques. • Maintain filing and invoice monitoring systems. 	

Education:	S.#	Degree Name	Institution Name
	1	ACCA (Associate Certified Chartered Accountants) (2009-to date) Papers Passed: F1 (AB) F2 (MA) F3 (FA) F4 (CL) F5 (PM) F6 (TX) F7 (FR) F9 (FM) Result waiting: F8 (AA) P2 (CR)	Center of Financial Excellence, Lahore. Papers Name: Accountant in business Management accounting Financial accounting Corporate and business law Performance management Taxation Financial reporting Financial management Audit and assurance Corporate reporting
	2	B.com (Bachelor in Commerce) (2006-2008)	Government College of Commerce, Sialkot. (University of Punjab) Major Subjects: Financial Accounting, Cost Accounting, Business Communication, Computer
		Interests: <ul style="list-style-type: none"> • Travelling • Workout • Playing Chess • Playing Cricket • Watching Movies 	Languages: <ul style="list-style-type: none"> • English • Urdu • Punjabi • Hindi • Arabic (Basic)
Computer, Software & System Literacy:		<ul style="list-style-type: none"> • SAP-ERP • QuickBooks • Sun System (Oracle) • Opera Software(PMS) • Micros System(POS) • Vision • Brilliant (PMS) • Brilliant (POS) • MS Word • MS Excel • PowerPoint • Outlook • Lotus Notes 	
Reference:	Will be provide on demand.		