

# Raza Saeed (UAE)

Email: [chaudaryraza0@gmail.com](mailto:chaudaryraza0@gmail.com)  
Phone: UAE: +971 55 4624257  
Jabel Ali Industrial Area, Dubai (UAE).



Passion to overcome obstacles and implement creative solutions impacting all departments while building trusting relationship and a great working environment to achieve high profits

- Proficiently performing and excelling under demanding work conditions, well versed in **basic accounts to finalization of accounts**
- Expertise in managing the wide spectrum of tasks such as **implementing financial procedures, Financial Planning, Reporting & Analysis, etc.**

## CAREER RELATED SKILLS

- Finance & Accounts Management
- Auditing & Budgeting
- Financial Forecasting & Analysis
- Account Finalization
- Reconciliation
- Payroll
- Cost Control Management
- Inventory Control
- Accounts Payable / Receivables
- Accounting Standards & Procedures
- Financial Policies & Procedures
- Book Keeping Procedures & Cost Aspects
- People & Team Management
- Efficient Planning & Execution Skills
- Strong Work Ethics & Team Dynamics
- Deposit and credit understanding

## EDUCATIONAL CREDENTIALS

- **BSCS (Session 2018 to 2022)** from GCUF University, Pakistan

## COMPUTER PROFICIENCY

- **MS Office:** Advanced/Expert user in MS Excel (Functions, Formulas, Pivot Tables & Macros), Word & Power point
- **Munshi 9** Hotel Management Software
- **Munshi 10** Hotel Management Software

## PROFESSIONAL BACKGROUND

- **Senior Production Clerk**
- **Monitor Assistance**



**THE PHYSIO COLLEGE MULTAN**

**(Sep'22 to Sep'23)**

### Manager Accounts

#### Key Deliverables:

Manage and oversee the daily operations of the accounting department including:

- Month and End-year process.
- Accountable for all **credit card** transactions and batch out to bank and verify that bank received batch and is approved for payment.
- Accounts **payable/Receivable**.
- General Ledger.
- Monitor and analyze **accounting data** and produce financial reports or statements.
- Establish & enforce proper **accounting methods**, policies & principles coordinate and complete **annual audits**.

**Following positions held:**

- **Senior Production Clerk**
- **Monitor Assistance**



**Hotel One Multan, Multan, Pakistan**  
**Credit Officer**

**(April'20 to Sep'22)**

**Key Deliverables:**

- Reviewing the **aging** on a daily basis and follow up **due payments** with customer. Maintain a healthy relationship with all regular customers by follow up visits.
- Following up with the front office team, reservations team for any outstanding high balances in the guest ledger.
- Checks **front office accounting** records for accuracy and, on a daily basis, summarizes and compiles information for the hotel's financial records.
- Provide excellent customer services to both **external & internal customers** i.e. Credit Managers, Credit Team, and Order Management
- Establishing **credit limits** and credit days for customers and ensure with proper follow up that the payments and balance are not exceeding the limit.
- **Responsible** for computerized and manual cash batch, data entry and **sale journal**.
- Performed AR duties including **invoicing**, investigating charge backs, discrepancies and **reconciliations**.
- Prepares a summary of cash, check, and credit card activities, reflecting the hotel's **financial performance** for the day.



RAMADA HOTEL MULTAN, Multan, Pakistan  
Cost Accountant/ Income Auditor

(Sep'17 - Mar'20)

**Key Deliverables:**

- Assisting in **month end closing** and ensure accurate journal entries with proper supporting documents
- To Audit and verify all **revenue transactions**, record them and prepare daily and monthly sales and other reports for management.
- Check the authenticity of all **FO paid outs/rebates and outlets rebates** and verify for accuracy.
- Preparing projected & actual **Cash Flow Statements**
- Support the preparation of financial information for **daily and monthly reports** related to the cost of sales and other expenses generated by inventory usage.
- Prepared reconciliation of all **sub ledgers & general ledger** is performed on regular basis.
- Make sure General Ledger entries are accurate and as per **Company Procedures & International Accounting Standards**
- Prepared **Monthly Bank Reconciliation** and resolving any differences in a timely manner
- Audit all outlets reports and tally them with PMS for accuracy. Check that genuine discounts are given
- Accountable for calculating and passing **Provisions** for the month

**Following positions held:**

- **Cost Controller**
- **Income Auditor**
- **Cashier**

**AWARDS:**

Appreciation Letter 2018 - Excellent Performance (Ramada Hotel Multan)  
Appreciation Letter 2020 - Excellent Performance (Ramada Hotel Multan)

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**PERSONAL DETAILS**

Date of Birth:	October 11, 2000
Languages Known:	English & Urdu
Marital Status:	Single
Reference:	Available upon request
Visa Status:	Visitor



