

CURRICULAM - VITAE

Gyasuddin Ansari

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OBJECTIVE: -

To earn a position of Finance Head as a Director of Finance / Finance Manager / Financial Controller / Chief Accountant in Hospitality Industry (Hotels & Resorts), to completely enhance the company's productivity & profitability by developing suitable financial strategies and also applying a wide range knowledge gained from Hospitality Industry so far.

AREA OF EXPERTIZE – SKILLS:

MIS-Financial Reports, Budget & Forecast, General Accounting, Accounts Payables (AP), Accounts Receivable (AR), Taxation, Inventory Management, Credit Control, Cost Control, Internal Control, Internal & External Audit and Management Audit.

TECHNICAL and SOFTWARE KNOWLEDGE: -

-  **Microsoft Office** (Word, Excel, Power Point, Internet)
-  **Tally** (ERP-9, & Ver-7.2, 6.3, 5.4, 4.5)
-  **IDS Fortune, IQ, Maya, Aura, Micros.**
-  **Opera-PMS, SAGE- ERP 300, SUN System, Alif-Prism & FC, Shawman-CMS & PMS, Infor-MIS-Upload, Micros Fidelio-F&B and MC (Material Control).**
-  **HMS-Operation, MMS-Material Management, HRMS-Payrolls.**
-  **Sky Horizon FOH, POS, Flashback & FBM.**

WORK EXPERIENCES: -

- 1) Presently** worked as **Finance Manager** since **August, 2017 to March, 2020 (Before 1st Covid-19 outbreak)** with **Fraser Suites Abuja, Nigeria.**
Managed by **Fraser Hospitality Group of Singapore**, Five Star Hotel well equipped with 126 Rooms, Coffee Shop, All Day Dining Restaurant, Gazebo (Italian Specialty), Banquet Halls, Health Club and Swimming Pool.

Job Responsibilities:

- Prepare regular reports and summaries of accounting activities.
- Prepare financial statements and debtors' listings.
- Verify recorded transactions and report irregularities to management.
- Providing direction to the night audit team so as to ensure proper revenue reporting.
- Reviewing all ledger details guest ledger, city ledger and deposit ledgers to validate proper payment and revenue posting.
- If any imbalance or difference found on the ledger then co-ordinate with the PMS team to resolving the same.
- Review the postings, payments, revenue and guest balance reports on a daily basis.
- Ensure correct taxation are applied on all billing software like Property Management systems (PMS), Point of Sale (POS) and SPA software's.
- Ensure that all statutory details (PAN, TAX NO, Company Registration no. Etc.) are displayed on the guest invoices and bills.
- Bills A/R accounts daily and send the same to guest along with the supporting bills and statements.
- Follows up on any accounts within 3 days to ensure customer has received the invoice and does not have any questions.
- Review the Accounts Receivable (A/R) Ageing reports on a daily basis.
- Follow up 30 days after the initial billing if payment has not been received.
- Check customers credit ratings and Flag accounts as 'Black listed' for long outstanding or defaulter accounts.
- Enters invoices into accounts payable system weekly after verifying a purchase order was received from ordering department head and obtaining General Manager's approval.
- Forecasting cash payments and anticipating challenges arising from limited cash flow.
- Ensuring that cash flows are adequate to allow business units to operate effectively.
- Maintain banking relationships and negotiating loans and merchant services for business units.
- Maintains files of all contracts, insurance policies, tax reports, expenses, payroll, etc.
- Maintaining and transferring money between bank accounts as required.
- Performing numerical analysis of data and formulating conclusions and/or solutions.
- Approving all Travel Agent commissions and releasing payments after verification.
- Preparing financial reports and submissions to relevant government entities and Management.
- Monitors and contains all property inventories to ensure proper levels without causing burdens on property cash flows.
- Preparing and presenting financial reports for meetings and investors.
- Working with executives and business heads to prepare budgets and track profit / loss performance by business unit.
- Providing direction and training to hotel operational team in areas related to finance, financial reports, internal controls, labour management, payroll, etc.
- Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities.

2) Titanic Hotel & Spa, Sulaymaniyah, Kurdistan, Iraq. Five Star Hotel well equipped with 88 Rooms, Coffee Shop, Terrace Restaurant, Banquet Halls, Health Club and Swimming Pool etc.

Designation : **Finance Manager**

Period : Since March, 2015 to July, 2017. (2 Yrs 5 Months)

- 3) Carlson Rezidor Hotel Group South Asia, India** (Radisson Hotel Kandla), First Five star rated Hotel in Kutch, Gujarat with 117 well equipped Rooms, Waves All Day Dinning Restaurant, Asian Station Specially in Asian Cuisine, Tea Lounge, Banquet-Rann-I, II and III, Banni Hall and Banni Lawn, Swimming Pool and The Club Radisson with Gym, Pool Table, Karaoke, Children Game Zone, Mini Theater, Badminton Court, Squash, Table Tennis etc..

Designation : **Finance Manager (Head of Department)**

Period : From April, 2014 to February, 2015. (11 Months)

- 4) Gourmet Hospitality Group** (Lagos-Nigeria) - Operating Restaurants as Debonairs Pizza, Spice Bar, Spice Route, Steers-Burger, Mugg & Bean-Coffee Shop, Fish Aways and American BLUE BUNNY Ice Cream Parlor.

Designation : **Manager - Finance & Accounts (Head of Department)**

Period : From April, 2010 to March, 2014. (4 Yrs)

- 5) Comfort Inn** (Punjab, India) Managed by Choice Hotels India, Master franchise of Choice Hotels International, USA.

Designation : **Manager - Finance & Accounts (Head of Department)**

Period : from October, 2007 to March, 2010. (2Yrs 6 Months)

ACADEMIC QUALIFICATION: -

- ◆ MBA (Finance) from PTU, Chandigarh (India) in 2008 (Duration 2 years).
- ◆ B. Com from DDU University, Gorakhpur (India) in 2004 (Duration 3 years).
- ◆ 12th from U.P. Board (India) in 2001 (Duration 2 years).
- ◆ 10th from U.P. Board (India) in 1999 (Duration 2 years).

PERSONAL DETAILS: -

Date of Birth : 5th February, 1982
Sex : Male
Language : Hindi, English
Marital Status : Married
Country of Origin : India

Certification: -

I, the undersigned certify that, to the best of my knowledge and belief, this CV correctly describe my qualifications and myself.

Gyasuddin Ansari