

SAYEED AHMED ZERDI

+966538507481/571893494 | sayeed.zardi@gmail.com
Makkah, Ajjad Street Kudai

I am applying for the position of Chief Accountant.

I am currently a Chief Accountant with full responsibility for the monthly profit and loss statement of Makarem Umm Alqura Hotel. The last 8 years of my accounting experience has always been with the hospitality industry.

Enclosed is my resume. I will be glad to discuss my qualifications in an interview.

Sincerely yours.

Sayed Ahmed Zerdi



Sayeed Ahmed Zerdi

Makkah, Ayyad Street Kudai
+966538507481/571893494 | sayeed.zardi@gmail.com

Objective

To obtain a Chief Accountant position that fully utilizes my experience and abilities. Highlights of Qualifications: Bachelor of Commerce with experience in financial control, accounting and taxation. Ability to maintain cooperative relationships with person contacted in the work.

Experience

- DUR HOSPITALITY CO** 01/05/2022 - Present
CHIEF ACCOUNTANT
Makarem Umm Alqura Hotel:
Ensure that Finance teams are providing month end closing and all other required management reports.
Work with management to provide full and accurate forecasting and budgeting proposals.
Develop best practice financial accounting and control procedures and continually review the process and procedures to maximise impact and efficiency.
Lead daily,monthly finance update meetings with general manager & hotel team.
Supervise the day to day control system, administration, reporting system and transfer of skills in all related areas.
Ensure that accounting transactions covering various activities of hotel are recorded in accordance with Policies & Procedures, local regulations and laws, records are neat, clean and tidy.
Ensure all stages leading to the preparation of all monthly and annual financial reports and analysis.
Ensure all disbursement and claims are supported by all necessary documents, processed and certified for receipt of merchandise or service both in quality, quantity and prices.
Check the daily General Cashier report ensuring that the daily cash receipts are deposited in time on the next succeeding working day and any unusual items are immediately reported to the Director of Finance.
Be responsible for all Inter-Hotel accounts and ensure that they correspond to co standards.
Maintain all general ledger accounts.
Ensure that all sub-ledgers agree with general ledger.
Check and verify all monthly journals prepared by the Accounts staff.
Ensure all payable and receivable maintained as per co standards and policies.
- DUR HOSPITALITY CO** Aug, 2020 - April, 2022
CHIEF ACCOUNTANT
Holiday Inn Jubail Hotel:
Performs hotel accounting, preparing income statement, balance sheets and other financials for hotel.
Maintain accurate and up to date record of all financial transactions.
Recording, classifying and summarizing financial transactions and events in accordance with accepted local accounting principles and financial reporting standards.
Bringing to the attention of the management any abnormality in the disbursement of the funds.
Reconciliation of bank statements.
Filling of VAT returns on monthly basis with responsibility.
Submitting month end reports to corporate office with accuracy on time.
- DUR HOSPITALITY CO** Nov, 2017 - July, 2020
Financial Analyst
Perform financial forecasting, reporting, and operational metrics tracking.
Consolidate financial reports of all hotels summarize it and present to higher management.
Analyze financial data and create financial models for decision support.
Report on financial performance and prepare for regular leadership reviews.
Analyze past results, perform variance analysis, identify trends, and make recommendations for improvement.
Work closely with the accounting team to ensure accurate financial reporting.
Prepare financial kpi's for presentation to management.
Co-ordinate with Hotel finance team for reports.

- Dur Hospitality Co** Oct, 2013 - Oct, 2017
 Accounts Payable
 Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements.
 Reconciling processed work by verifying entries and comparing system reports to balances.
 Maintain historical events.
 Paying employees by verifying expense reports and preparing checks.
 Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit, generally responding to all vendors enquires regarding finance.
 Preparing analyses of accounts and producing monthly reports.
 Continuing to improve the payment process.
- Unity Infraprojects Ltd** Oct, 2005 - Sept, 2013
 Project Accountant
 Work on various projects which are:
 Siemens Transformer Factory- Airoli
 Big Mall Thane
 Tansa Tarali Pipeline
 NIFT College, Kharghar
 APMC Fruit Market
 Control the site petty cash, distribute the financial flow according to the project needs, and settle it with the financial department.
 Ensure that the financial claims are matching with the sub-contractors accountant.
 Applying all Accounting functions for a specific site.
 Handling day-to-day accounts transactions.
 Verification of bills receivable & payable.
 Handling petty cash maintenance.
 Handling suppliers bill payments.
 Files management & knowledge of labor payments.
 Communicate and report to accounting supervisor for all action taken.
 Review weekly timesheets, along with the accounting group.

Education

- University of Mumbai**
 Bachelor of Commerce 2005
 2
- Maharashtra State Board**
 Secondary High School 2002
 2

Skills

- Opera PMS SUN SYSTEM SYMPHONY MICROS SMART MS OFFICE MATERIAL CONTROL

Language

- English
- Hindi
- Arabic
- Marathi

Personal Details

- Date of Birth : 01/03/1983
- Marital Status : Married
- Nationality : Indian