

# Muhammad Asad Siddique

Cell # +92 332 9036629

Address : Pakistan , Peshawar

Email: [muhammadasadsiddique24@yahoo.com](mailto:muhammadasadsiddique24@yahoo.com)



A Passionate Hotelier with 10 years of experience in Luxury Brands, with specialization in Accounting & Finance looking forward to be a part an enthusiastic team where I can contribute through my knowledge & experience. Strong finance professional with a GCIA, PGDPA & HDA focused in Accounting and Finance.

## KEY SKILLS

- Fully acquainted with Month-End Closing, Financial Reporting, Balance Sheet Reconciliation, Cash Flow Projection, Inter-company Billing and Expense Management Analysis which are an integral part of the key job responsibilities.
- Complete understanding and knowledge of Auditing and Controlling.
- Well versed with accounting software i.e. People Soft (EPM, MGL, PSAP, and onDeamd), BirchStreet, Opera, Micros, Gram, FIAT and Onyx also have full understanding of the "Uniform System of Accounts".

## QUALIFICATION:

- Institute of Certified Internal Auditors of Pakistan
- [Certified Internal Auditor \(CIA\)](#)
- Institute of Certified Public Accountants of Pakistan
- [Post Graduate Diploma in Public Accounting \(PGDPA\)](#)
- Institute of Certified Public Accountants of Pakistan
- [Advance Diploma in Public Accounting \(ADPA\)](#)
- British Institute of Management Studies (BIMS)
- [Higher Diploma in Accounting \(HDA\)](#)

## PROFESSIONAL EXPERIENCE:



### ➤ The St Regis Abu Dhabi UAE (283 Keys + 7 Restaurants and SPA)

#### • [Asst. Finance Manager - Apr 2023 – Jan 2024.](#)

- Supervision of day-to-day financial and accounting management.
- Improved Hotel balance sheet reconciliation and achieved 100% score in Marriott balance sheet audit
- Responsible of all hotel A&L reconciliations.
- Responsible of owner books posting.
- Coordinates, implements and follows up on Accounting SOP audits for all areas of the properties.
- Preparation of accurate profit and loss statement. Revenue, cost and expenses are posted in the right period and to right accounts, and statements are delivered to appropriate individuals in a timely manner
- Prepare the Monthly Forecast.
- Generates and provides accurate and timely results in the form of reports, presentations, etc.
- Monitors all taxes that apply, ensuring that taxes are current, collected and/or accrued.
- Responsible of the VAT filling
- Leading Month end closing process
- Prepared Bank Reconciliations
- Prepare the cash flow on monthly analysis
- Maintain a strong accounting and operational control environment to safeguard assets
- Provide constructive coaching and counseling to employees, train them for better performance

#### • [Accounting Supervisor \(Payable\) - Jan 2020 to Mar 2023.](#)

- Achieved with team 4 years' Green score in annual ISRA Audit & Marriott Internal Audit.
- Improved the hotel PS stabilization scorecard to be in top 20.
- Developing staff and monitor performance metrics, as well as assisting with performance evaluations.
- Work with the senior management team to continuously improve / develop processes.
- Work with purchasing on establishing process improvements and procedures for supplier set up.
- Perform AP month end closing process including all related ledger reconciliation.
- Manage and ensure completion of day to day operations.
- Establish a positive relationship with suppliers and ensure staff maintains similar interactions with the vendors.
- Develops guidelines for proper handling and coding of invoices to maintain general ledger expense account and inventory records.
- Analyzing expense reports as per MIP-44 for accuracy and eligibility for payment.
- Managing the accounts payable team to ensure timely and accurate payment of Vendors, Utilities, Travel-Card and Purchasing-card.
- Communicating daily with the Team on the team's workload, backlogs, open issues and review workflow and restructure workload as deemed necessary.
- Making sure that accruals and prepaid are compliance with Policy a&L-5.
- Assisting ADOF in month end closing.

#### • [Accounting Receivable Supervisor - May 2018 - Dec 2019.](#)

## • Completed Training in Income Audit 2022

- Insure that Safe fund is counted on a daily basis by the General Cashier and verified on a weekly basis.
- Insure that Drop safe opening and content is witnessed and documented. And Deposit prepaid on the daily basis And sent to the bank on the timely manner.
- Prepare A 'Cash Over/Short' report in daily and distributed to appropriate management on weekly and monthly basis.
- Review and insure that an Open Check Report is run every 2 hours during buffet periods.
- Review and insure that Managers/Supervisors review and justify all void checks.
- Review Room Rate Variance and rate change Report.
- Review Comp rooms on daily to ensure proper approval.
- Review the rooms upgrade on the daily basis to insure that the reason is accepted.
- Review the F.O and H.K Discrepancy report and insure that the repost is forward to G.M.
- Review the Guest Credit Limit Report.
- Review the Guest ledger and City ledger and advance deposit ledger on the daily basis.
- Review the Marriott rewards quarterly reports to insure that the points are earned only for eligible items. "H197-H158-H172"& top 50 earners report in quarterly basis.
- Review and insure that all package pricing is correctly programmed in Opera to fairly allocate revenues.
- Review and insure that daily packet is approved by management with 5 days.

## ➤ Radisson Royal Hotel Dubai (471 Keys + 6 Restaurants and SPA)



## • Accounts Receivable Supervisor - June 2014 - May 2018

- Responsible to ensure that unidentified payments are thoroughly investigated and posted to respective accounts.
- Responsible to refund all cancelled reservations advance deposits on a timely basis. And to reconcile unapplied Advance deposits with reservations and front office cashiers on a monthly basis.
- Responsible to ensure credit cards are billed according to established schedule, ensure that files are maintained for open accounts and all details of collection activity are included.
- Responsible to prepare the month end summary for posting to the general ledger for travel agent commissions, Credit cards commissions, late charges etc. and prepare all monthly receivable reports.
- Responsible process applications for credit facilities for companies, groups, functions, etc. and Monitor the special billing arrangements for groups and conventions as required to ensure that postings are in line with customer requirements. Liaise with conventions/groups/sales departments.
- Reconcile Master accounts for in house conferences daily where appropriate.
- Responsible to review bad debts listing monthly to prepare collectability analysis for monthly provision for doubtful debts.
- Prepare management reports for month end analysis (A/R Analysis) and to provide documentation for Credit Meeting and conduct monthly credit meeting highlighting monthly performance, bad debts, staff accounts outstanding and discuss any accounts causing concern for follow up.

## • Accounts Receivable Officer - September 2013 - May 2014

## • Night Auditor Reliever - May 2015 - May 2016

## • Taskforce aloft Abu Dhabi Nov 2022.



Assignment (BS Reconciliation)

- Successfully reconciled critical balance sheet account which was unreconciled since 2017.

## AWARDS:

- EMPLOYEE OF THE MONTH APR 2022
- EMPLOYEE OF THE MONTH JAN 2023

## Personal Information

- Nationality Pakistani
- Driving License
- Married

*References can be furnished on demand*



SCOTTISH  
QUALIFICATIONS  
AUTHORITY



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This document is issued to certify  
that in July 2013

**Muhammad Asad Siddique**

attained the

**Higher Diploma in Accounting**

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Chief Executive  
Scottish Qualifications Authority

Chief Executive  
BIMS



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UK UAE  
original  
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for UAE

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P.S.O

We hereby certify that this is an authentic and original document  
**Mr Hisham Ahmed**  
R.F. Lawyer - SRA No. 555576  
5 Chamberlayne Road, London NW10 3NA  
E-mail: alqomefca@aol.co.uk  
Tel: 07791934746



APOSTILLE (Convention de La Haye du 5 octobre 1961)	
1. Country: Pays / Pais:	United Kingdom of Great Britain and Northern Ireland
This public document Le présent acte public / El presente documento público	
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3. Acting in the capacity of agissant en qualité de quien actúa en calidad de	Registered Foreign Lawyer
4. Bears the seal / stamp of est revêtu du sceau / timbre de y está revestido del sello / timbre de	Not applicable
Certified Attesté / Certificado	
5. at à / en	6. the le / el día
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# *The Institute of Certified Internal Auditors*

BE IT KNOWN THAT

*Muhammad Asad Siddique*

HAS SUCCESSFULLY MET ALL THE PRESCRIBED REQUIREMENTS FOR CERTIFICATION  
AS ESTABLISHED BY THE INSTITUTE OF CERTIFIED INTERNAL AUDITORS, AND IS HEREBY  
AWARDED THE PROFESSIONAL DESIGNATION OF

*Global Certified Internal Auditor*

IN TESTIMONY WHEREOF, THIS CERTIFICATE HAS BEEN ISSUED UNDER  
AUTHORIZED SIGNATURE AND OFFICIAL SEAL OF  
THE INSTITUTE OF CERTIFIED INTERNAL AUDITORS  
THIS MONTH OF

*April 05, 2018.*



Chair



Secretary



Council Member



Council Member

180474M

Certificate No



PREPARED BY	Saba
CHECKED BY	M. Braheem/-

ATTESTED & VERIFIED

*J. H. K.*  
14.04.2018



**SECRETARY**  
THE INSTITUTE OF CERTIFIED  
INTERNAL AUDITORS



CPA  
PAKISTAN

Institute of Certified  
Public Accountants of Pakistan

## Institute Of Certified Public Accountants Of Pakistan

### POST GRADUATE DIPLOMA IN PUBLIC ACCOUNTING

*The Institute of Certified Public Accountants of Pakistan (ICPAP) is  
pleased to presents the  
Post Graduate Diploma in Public Accounting to:*

*Muhammad Asad Siddique*

*Who has successfully passed/fulfilled the requirements for entitlement  
to this Diploma under the by-laws of the Institute.*

*Given under the common seal of the Institute at Islamabad*

*On this 16<sup>th</sup> day of August 2016*

18125453



Executive Director

Controller of Examination





**Attested & Verified**



SECRETARY  
The Institute of Certified Public  
Accountants of Pak (ICPAP)

18/03/20  
Muhammad Shoalb  
Director Examination  
Institute of Certified Public  
Accountants of Pakistan  
(ICPAP)





**CPA**  
PAKISTAN

Institute of Certified  
Public Accountants of Pakistan

## Institute Of Certified Public Accountants Of Pakistan

### ADVANCED DIPLOMA IN PUBLIC ACCOUNTING

*The Institute of Certified Public Accountants of Pakistan (ICPAP) is  
pleased to presents the  
Advanced Diploma in Public Accounting to:*

*Muhammad Asad Siddique*

*Who has successfully passed/fulfilled the requirements for entitlement  
to this Diploma under the by-laws of the Institute.*

*Given under the common seal of the Institute at Islamabad*

*On this 15<sup>th</sup> day of March 2024*



*Executive Director*

*Controller of Examination*

Attested & Verified

7  
16-3-2024  
SECRETARY  
The Institute of Certified Public  
Accountants of Pak (ICPAP)

Muhammad Shoalb  
Director Examination  
Institute of Certified Public  
Accountants of Pakistan  
(ICPAP)



16/03/2024  
Muhammad Shoalb  
Director Examination  
Institute of Certified Public  
Accountants of Pakistan  
(ICPAP)



ST REGIS

# *The Astor Award*

The St. Regis Abu Dhabi team applauds your contributions and recognizes your incredible dedication to the St. Regis brand.

Muhammad Asad Siddique

*Host of the Month*

*Heart of House*

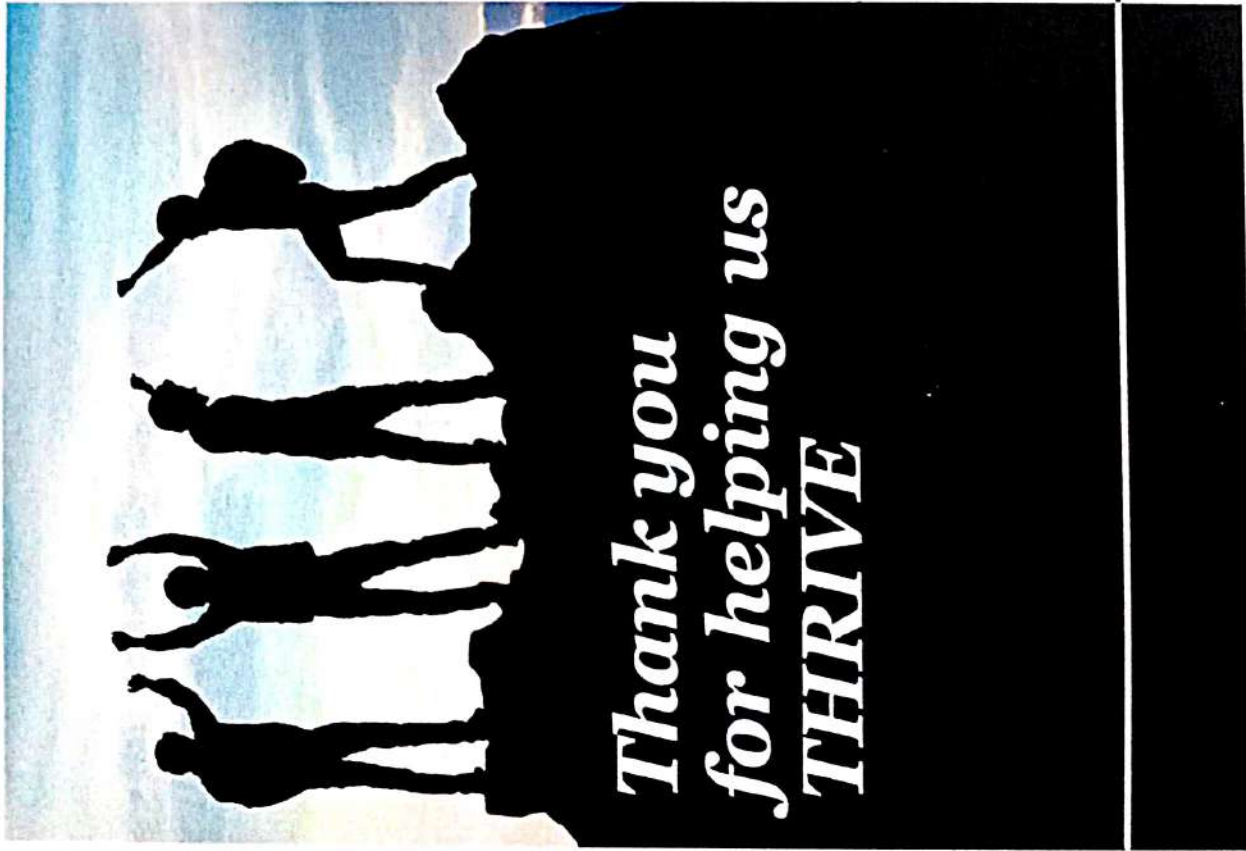
*[January 2023]*

Moustafa Sakr  
General Manager  
The St. Regis Abu Dhabi

Richard Thackrey  
Director of Human Resources  
The St. Regis Abu Dhabi

John Jacob Astor  
Founder  
The St. Regis





## Department Superstar

Dear Muhammad Asad,

Thank you for going above and beyond to deliver an exceptional service to our hosts.

Your efforts and dedication are much appreciated.

Keep up the good work!

Richard Thackrey

Director of Human Resources

THRIVE25



takes great pleasure in awarding this certificate to

*Muhammad Asad Siddique*

In recognition and sincere appreciation of  
5 years of dedicated and valuable service as of

*May 2023*

A handwritten signature in black ink, appearing to read "D.S. Marriott", is written over a horizontal line.

David S. Marriott  
Chairman of the Board  
Marriott International

A handwritten signature in black ink, appearing to read "Anthony G. Capuano", is written over a horizontal line.

Anthony G. Capuano  
Chief Executive Officer  
Marriott International



S NO. 83478

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

65345

Roll No. \_\_\_\_\_



Group. Pre-Engineering

# Board Of Intermediate & Secondary Education

PESHAWAR



Khyber Pakhtunkhwa (pakistan)

**INTERMEDIATE EXAMINATION**

SESSION 2012- ANNUAL

This is to Certify that Muhammad Asad Siddique Son of Muhammad Saeed Siddique  
and a student of Peshawar Model Degree College Boys-2 Pandu Road Peshawar Registered No. 0083-B/PMDC2-2010  
has passed the Intermediate Examination of the Board of Intermediate & Secondary Education, Peshawar  
held in April, 2012 as a Regular candidate. He obtained 803 Marks out of 1100 and  
has been placed in grade A Representing Excellent. The examination was taken as a whole.

Assst Secretary

This Certificate is issued without alteration or erasure.

Secretary





Checked by Mr. Muneer Ullah

04 MAR 2024

COUNTERSIGNED ONLY  
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responsible for the contents of the  
documents

# ATTESTED GRADING FORMULA

Maximum Marks 1100

Grades

Remarks

Percentage of Marks

80% and above

70% and below 80%

60% and below 70%

50% and below 60%

40% and below 50%

Below 40% and Minimum Pass Marks

A One 880 and above

A 770 to 879

B 660 to 769

C 550 to 659

D 440 to 549

E 439 and below

Outstanding

Excellent

Very Good

Good

Fair

Satisfactory



M. A. REHMAN UTMANKHEL  
Assistant Director (Attestation)  
Inter Boards Coordination Commission  
Ministry of Federal Education &  
Professional Training Regional Office Peshawar

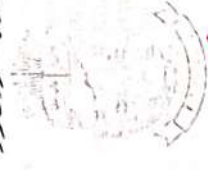
01 MAR 2024



S No. 23826

Roll No. 125571

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



# Board of Intermediate & Secondary Education

Peshawar

Khyber Pakhtunkhwa (Pakistan)



## Secondary School Certificate Examination

SESSION 2010- ANNUAL

(Science Group)

This is to Certify that

Muhammad Asad Siddique

Son of

Muhammad Saeed Siddique

and a student of Peshawar Model School Boys-V, Kohat Road Peshawar has passed the Secondary School Certificate Examination of the Board of Intermediate and Secondary Education, Peshawar held in March, 2010 as a Regular candidate. He obtained 814 Marks out of 1050 and has been placed in Grade A Representing Excellent

The Candidate passed in the following subjects:

1. English
5. Maths

3. Islamiyat (Comp)
7. Chemistry

4. Pakistan Studies
8. Computer Science

Date of birth according to admission form 11 May, 1994

Asstt Secretary

Secretary

This Certificate is issued without alteration or erasure.





**ATTESTED**  
Maximum Marks 900

**GRADING FORMULA**



Checked by Mr. Murad Ullah  
*MU*

06 MAR 2024

UNINTERPRETED ONLY  
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documents



Maximum Marks 1050

**GRADING FORMULA**

Percentage of Marks	Grades	Remarks
80% and above	A One	Outstanding
70% and below 80%	A	Excellent
60% and below 70%	B	Very Good
50% and below 60%	C	Good
40% and below 50%	D	Fair
Below 40% and Minimum Pass Marks	E	Satisfactory

Percentage of Marks

Grades

Remarks

M. A. REHMAN Assistant Dir. of Inter Boards Coordination Govt. of Sindh Ministry of Federal Professional Training Regional 40% and below 50%	A One 840 and above A 735 to 839 B 630 to 734 C 525 to 629 D 420 to 524 E 419 and below	Outstanding Excellent Very Good Good Fair Satisfactory
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01 MAR 2024