

MUHAMMAD SALIM

0314 989 2241: SALIM.VIKI@GMAIL.COM
LINKEDIN.COM/IN/SALEEM-KHAN-204AA7218 .



WORK HISTORY

Hotel One by PC Swat

Night Auditor Jan 02, 2023 to till Now

- Verify the occupancy of all rooms (VC, Occupied, out of order, out of Service, House use list).
- Physically check all vacant room if any mistake occurred by H/K Department. Then mentioned it in hotel discrepancy report.
- Check in-house guest Folios and find discrepancy occurred by front desk officer like (sign on reg. card, Guest name, Guest Form and company emails letters, Advanced payment if guest on cash according to the hotel policies etc)
- Ensuring revenue assurance and monitoring of all sales transaction and revenue receipts.
- Verification of all food bills.
- Verification of inventory and daily consumptions.
- Posted night after all correction from all department of hotel.
- Make NAC(Night Audit Check List) & EBR(Early Bird Report) and share with concerned higher management.

Hotel One by PC Swat

Credit Officer Jan 02, 2023 to till Now

- Generate sales invoice sequences vice from check out folios in Pakistan munshi10 system.
- Share all invoices to the companies for payment cash/cheque.
- Call the companies for the payment before one month.
- Collect cash and cheques from companies and deposit into corporate accounts for clearing and update all record (Physically/Systematically).
- Send sales collection and sales recovery report to the management.

Pearl-(Continental Hotel) ,Karachi, PK EXECUTIVE AUDIT (June to Dec 2022)

- Audit of restaurants.
- Cash count of all outlets.
- Make summary report of every outlet.
- Check every discrepancy report of rooms.
- Make GCR (cash) report on daily basis.
- Process invoices, post checks to vendors and distribute employee checks.
- Reconcile all accounts in a timely manner
- Account management of banquet parties.
- Audit of banquets.
- Posting of voucher of different departments.
- Discount posting. Manage audit of F&B.
- Prepare reports, change dates according to the occupancy.
- Privilege club audit.
- Prepare inhouse and complementary reports of complementary vouchers on daily basis.
- Cash / paid outs Report .
- Delete item & Void Reports .

Finance Department

- ❖ Income Audit, Payable, Account Assistant, bank works cash deposit /cheque etc.
- ❖ Office work 5 year's

SKILLS

- ❖ P2P (Procure-to-pay)
- ❖ Tejari (e-procurement Portal)
- ❖ IDS & FX
- ❖ Munshi10
- ❖ Auditing

COMPUTER SKILLS:

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, SPSS, Microsoft Windows XP and Microsoft Office XP Professional.

TRAINING IN PURCHASE DEPARTMENT (Nov 2021 to April2022)

- to float the auction on tejari network to obtain the competitive bids& deliveries arrangement after approved po from concerned authorities.
- Communicate to suppliers the needs and expectations of the company and support the hotels in monitoring supplier performance in line with KPI S, contractual obligations, and service level agreements.
- Assist in the development and achievement of departmental goals and objectives.
- Management of the team ensuring high performance and productivity.

COLLECTION OFFICER (2019 TO 2021) SHADAB GOVT CONTRACTORS., BUNER, PK

- Managed and motivated a Collection team of 25 employees, generating annual sales of 280 million PKR
- Developed and implemented individual and team strategies to achieve profitability goals
- Promoted to District Collection Manager (DCM) within 11 months after joining as collection agent

QUALIFICATION

Master of Business Administration MBA finance
UNIVERSITY OF PESHAWAR, PAKISTAN.

Bachelor of Business Administration BBA HONS
IBMS, AGRICULTURAL UNIVERSITY, PAKISTAN