



Hussain Sheikh Fareed.

Bachelor of Commerce and Accounting. (B.Com.,)
Master of Business Administration in Finance & Banking (M.B.A).

Address :

Door # 97 C (New) 100/49 (Old),
M.G.R. Nagar, Puthur, Trichy, Tamilnadu, India (620017)

Mobile : +91 9597712487 (India)

Email : hussain.x.2000@gmail.com

OBJECTIVES

- To work in a challenging atmosphere which provides me the opportunity for growth of the organization.
- To join an organization where I can enhance my skills. To be able to perform efficiently as a part of the organization as it works toward achieving its mission and vision.
- To work in a company that will allow me to expand my knowledge, develop my skills, and maximize my potentials in finance related position.

QUALIFICATIONS

- B.Com, (Bachelor of Commerce & Accounting) - India.
- M.B.A., (Master of Business Administration) in Financial Management & Banking-India.
- Well versed in using computer application (SOFT SKILLS).
 - Micro Soft (Word/Excel/Power point/Outlook),
 - Opera (Hotel Edition)
 - Sun System (Accounting Package)
 - Peach Tree (Accounting Package)
 - Web Prolific (Back Office),
 - Wishnet (PMS) Front Office
 - Touche (POS) Point Of Sales
 - Tour Mgmt Sys (Hotel Edition/Accounting Package)
 - Fusion (HR Package)6
 - Pay TRAX (HR Package)
 - Tally (Accounting Package)
 - Quick Books (Accounting Package)
 - FMC (Material Control System-Inventory)

PROFESSIONAL / EMPLOYMENT HISTORY

Chief Accountant

Company Name : Pyramid Continental Hotel - Juba (South Sudan - East Africa)
Duration : From 2018 -to- 2019 (Two Years).
Responsibilities :

- Worked as a pre-opening team associate by preparing/installing/implementation of all the finance & accounting structures from the ground level.
- Giving training to all the new staffs for the accounting procedure along with guidelines of international uniform accounting system by supporting the business by add value to that
- Preparing the budget based on the performance of previous 2 years by considering the trend/growth of revenue by segment wise as well as the costs of fixed & the variable expenses.
- Monthly closing with variance analysis between actual Vs prior year Vs Budget with actual needs to be overcome and market value.

- Ensure with follow up the pricing with revenue management to secure a healthy yield management.
- Training all our my subordinates to have a strong foundation of their role & responsibilities in order to cope with business as well as the Mgmt needs.
- Cost management : monitoring/controlling our cost of fixed & the variable costs to minimize our expenses in order to maximize the high result of NOP (Net Operating Profit) level.
- Balance Sheet should be accompanied with reconciliation of all account when it is presented to Financial Controller, after his consent it was forwarded to head office.
- Cash flow Statement should also be prepared to analyze cash flow from operational activities; this statement should be reported to Financial Controller not later than 15th of any given month.
- Invoices & Receipts posting in to the system according to the standard of accounting practice
- Make sure the all the deposits and collections are to be done through banking accordingly on daily basis.
- Assisting to the Group Financial Controller for month end & yearend accounts closure process
- Ensure that all the month end Journals are posted with approval of GFC.
- Coordinating and providing all required document and information and liaison with external, internal and government auditors with regards to
- Any other duties as may reasonably be requested by the management team

Chief Accountant

Company Name : Emirates Grand Hotel. Dubai (U.A.E)
 Duration : From 2014 -to- 2017 (Three Years).
 Responsibilities :

- Preparing the budget based on the performance of previous 2 years by considering the trend/growth of revenue by segment wise as well as the costs of fixed & the variable expenses.
- Monthly closing with variance analysis between actual Vs prior year Vs Budget with actual needs to be overcome and market value.
- Ensure with follow up the pricing with revenue management to secure a healthy yield management.
- Training all our my subordinates to have a strong foundation of their role & responsibilities in order to cope with business as well as the Mgmt needs.
- Cost management : monitoring/controlling our cost of fixed & the variable costs to minimize our expenses in order to maximize the high result of NOP (Net Operating Profit) level.
- Cash Flow : Controlling the business on credit to maximize our cash with strong cash flow Mgmt to secure & support the business operations smoothly.
- Review of recorded journals for accuracy, completeness and on time.
- Prepare all period end journals for prepayments, accruals correctly and promptly.
- Ensure appropriate accruals are maintained and monitored
- Ensure recording of revenue and expense transactions are accurate, in line with accounting principles/standards and ensure approval per DOA
- Ensure inventory is managed effectively including inventory for valuation and costing.
- Ensure physical inventory count is done with relevant member and reconciled to purchasing module.
- Month-end and periodic reconciliation of balance sheet and P&L accounts to schedules.
- Ensure month-end closing of GL, verifying with subsidiary ledgers (AP, AR, Fixed Assets) on timely basis to support group reporting.
- Ensure intercompany transactions are managed appropriate and zeroed out at every reporting date for transactions within DPR and outside to other RP.
- Preparation of the monthly, quarterly and annual financial statements. Ensure DPR consolidated FS are appropriately presented.
- Coordinating and providing all required document and information and liaison with external, internal and government auditors with regards to.
- Any other duties as may reasonably be requested by the management team

Accountant

Company Name : Jumeirah Dhevanafushi (Maldives).
 Duration : From 2012 -to- 2014 (Two Years).
 Responsibilities :

- Ensure that all the month end Journals are posted with approval of Chief Accountant and the Financial Controller.
- Posting budget pre-approved by Head Office.
- Thoroughly reviewing & analytically assessing month end Subsidiary Journal Vouchers (JVs) submitted by each department.
- Subsidiary JVs are posted into the general ledger, only after financial controller grants his approval.
- In-case there arise some queries regarding one or more entries in JV, till the time reasonable explanation is not presented to financial controller, JV will remain un posted. Financial controller

may sort detail of any account indicating abnormal variation in its amount.

- In addition to auto posting the subsidiary JVs, several JVs are prepared and posted in the General Ledger. These JVs also effect and determine the outcome of all reports generated by main accounts.
- Ensure the important manual JVs are accounted such as Laundry, Telephone, Payroll, Provident Fund, Gratuity, Accrued Expenses, Interest & Bank Charges, Depreciations, Head Office Over Head Expenses, HO Debit & Credit Notes.
- All JVs prior to posting ought to be signed by Chief Accountant (CA) followed by Financial Controller. No entry or JV can be posted without his or her information and approval.
- After posting, trial balance of a current month is printed and is carefully reviewed by CA & FC.
- In order to check accuracy compare P&L top sheet with departmental P&L statement.
- Financial Controller after discussion with General Manager finalizes the P&L statement for a particular month.
- A copy of P&L top sheet along with department wise P&L are forwarded to CA, FC & GM to review monthly performance.
- After P&L statement has been reported to CA & FC, work commences on General Ledger Account Reconciliation (all balance sheet accounts are reconciled including head office and inter unit accounts).
- Once all accounts are reconciled, balance sheet for the unit is prepared.

Accountant

Company Name : Coco palm Island Resort & Spa (Maldives).
Duration : From 2010 -to- 2012 (Two Years).
Responsibilities :

- Auditing the prepared invoices (guest folios) from Opera
- Balance Sheet Accounts Reconciliations
- Assisting to the chief accountant for monthly closure process
- Expenses Analysis
- Aging Analyzing
- Debtors GL a/c Reconciliations
- Credit Limit & Credit Facility Fixing
- preparing Month End Reports
- Verifying all work for accounts receivable
- PM Report preparing
- Reconciliation payment with Aging & company payment
- Auditing all C/L According to the contract for each T/A
- Making the original invoices and send to each T/A
- Making the T/A Monthly Statements

Accountant

Company Name : Sunland Travels Pvt Ltd (Maldives).
Duration : From 2008 -to- 2010 (Two Years).
Responsibilities :

- Ensure that all the month end Journals are posted with approval of Chief Accountant and the Financial Controller
- Ensure the important manual JVs are accounted such as Laundry, Telephone, Payroll, Provident Fund, Gratuity, Accrued Expenses, Interest & Bank Charges, Depreciations, Head Office Over Head Expenses, HO Debit & Credit Notes
- Suppliers Accounts Balance Reconciliation
- Coordinating and providing all required document and information and liaison with external, internal and government auditors with regards to
- Any other duties as may reasonably be requested by the management team
- Creditors (Suppliers) GL a/c Reconciliations
- Prepayments & Advances A/C maintenance
- Preparation of Cash, Petty cash & Bank Book
- Making payments for suppliers as well as other operational needs and Govt. payments such as municipality taxes & fees.

S: N	Company	Country	Position	Period	Used Software Package	Duration
09	Pyramid Continental Hotel	Juba South Sudan (East Africa)	Chief Accountant	2018-2019	Web Prolofic & Wishnet Resort Edition & Pay Trax (HR)	02 Years
08	Emirates Grand Hotel	U A E (Dubai)	Chief Accountant	2014-2017	Sun System & Opera Resort Edition & Pay Trax (HR)FMC	03 Years
07	Jumeirah Dhevanafushi	Maldives	Accountant	2012-2014	Sun system & Opera Resort Edition &FMC	02 Years
06	Cocopalm-Dhunikelhu- Island Resort &Spa (Five Star Property) under SUNLANDHOTELSPTE LTD	Maldives	Accountant	2010-2012	Sun system & Opera Resort Edition	02 Years
05	Sunland Travels Pvt Ltd	Maldives	Assistant Accountant	2008-2010	Peach Tree Sun system TMS(Tour Management Systems)	02 Years
04	Alarms Private Limited	Maldives	Accountant	2007-2008	Peach Tree & Tally	02 Years
03	Coastline Investments Pvt Ltd.	Maldives	Accounts Executive	2005-2007	QuickBooks	02 Years
02	General Insurance Company	India	Assistant Accountant	2003-2005	Tally	02 Years
01	International Books	India	Accountant & Supervisor	2002-2003	Excel	01 Year

OTHER ACTIVITIES

General

- > Having good communication skill
- > Leadership with all the responsible works schedules which are being provided.
- > Easy to catch everything on professional basis and willing to work hard.
- > Happy to work with me and my colleagues.
- > Loving Jobs & Company.
- > Fast Learner with as all aspects on professional basis with company policies.

Social

- > Was the Senior School Pupil Leader prefect at the school in 1997-to-1999.
- > Was the Senior Classes Leader prefect at the school in 1992-to-1997.
- > Was the Junior Classes Leader prefect in 1990 -to-1992.
- > Was the Nomination of Employee of the month of Senior Staff prefect in 2012

Sports

- Member of Super Senior in the school Kabadi Team. >
- Member of Super Senior in the school Volley Ball Team.

PERSONAL DETAILS (In Brief)

Full Name : Hussain Sheik Fareed

Permanent address : Door # 97 C, (New) 100/49 (Old),
M.G.R.Nagar, Puthur,
Trichy, Tamilnadu, India (PIN :620017)

Date of Birth : 30th May 1981

Age : 37 Years

Sex : Male

Marital Status : Married

Nationality : Indian

Languages Known : English/Hindi/Tamil/Urudu/Malayalam/Dhivehi

Passport No : K2723468 (Exp. On : 12.02.2023)

Driving License No : TN 45 20080004234 (India)

I hereby certify that the above particulars furnished by me are true and accurate to the best of my knowledge.

Hussain Sheikh Fareed