 MOHAMMED ANSAR HABIBULLAH

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**SUMMARY**

Accounting professional with 10+ years of experience in Hospitality Industry having excellent knowledge of finance and manage accounting process up to final accounts along with strong usage skills of hospitality software’s like Opera, Fidelio and good controls in Internal Audit. Capable of effectively taking initiative and a team player attentive to details.

EXPERIENCE

**General Accountant**

August 2017 till August 2019 – 2 yrs 0 months

Zeeshan Restaurant, Vishakhapatnam, Andhra Pradesh, India

* Maintain JV posting, payment process and maintain the adequate of accounting records, reconcile etc
* Prepare payroll and payroll related JV,s and settlements of employees
* Auditing of F&B outlets, credit cards on daily basis and reconcile cash receipts
* Supervise all accounting activities and provide guidance
* Verify that all financial information from the various accounting sub systems is posted. Responsible for all entries made or posted to the general ledger.
* Review detailed general ledger to insure proper expense and income allocation is done
* Investigate and input bank statement data and prepare bank reconciliations, Accounts payables
* Check the daily cash flow to ensure the efficient use of capital to meet business requirements
* Problem solving abilities, recommends and implements solutions
* Responsible for the recording and accurate filing of all fixed assets on the fixed assets ledger. Monthly recording of depreciation for all hotel assets.

**Accountant**

Shangrilla Villingini Resorts and Spa, Maldives, Dec 2015 till July 2016 - 8 months

The K Hotel, Kingdom of Bahrain, January 2012 to June 2015 - 3 yrs 6 months

Elite Suites Hotel, Sanabis, Bahrain, January 2010 to June 2011 – 1 yrs 6 months

Arabian Dreams Hotel Apartments, Dubai, UAE, January 2008 to January 2009 – 1 yr 0 months

* To manage and supervise the operations of Finance team ( Accounts Payables, Accounts Receivables, Night/Income Auditor and General Cashier) and conduct performance reviews in accordance with Hotels policies and procedures
* Directly responsible for monthly payroll preparation and process
* Cash management / Bank reconciliations
* To maintain the financial systems ensuring that all postings are correctly reconciled and authorized
* Confirm all the creditors / debtors have signed the proper agreements, provided necessary documents and filed accordingly
* Check the daily cash flow to ensure the efficient use of capital to meet business requirements, and check the General Cashier report
* Check all cash discounts, rebates, reversals and ensure that it is documented and signed off for audit purpose. Reconcile inter-company accounts.
* Prepare monthly financial statements for distribution to department heads and executives as directed
* To assist the Finance Manager in managing the Budget/Forecast process
* Reports directly and communicates with Finance Manager on all matters pertaining to accounting related matters
* Reconcile all revenue is properly audited and correctly posted to sun system with opera
* Review cash, check deposit slips and other related postings for all clearance accounts
* Ensure that the hotel complies with the established credit and collection procedures
* Maintain supplier contracts and track accordingly for renewal dates etc.,
* Maintain internal control set up as per hotel SOP & P&P policies

**Income Auditor / Accounts Supervisor**

November 2002 till March 2007 - 4 yrs 4 months

Ramada Hotel & Suites, Al Khobar, Kingdom of Saudi Arabia

* Responsible for ensuring that all charges of the day have been properly posted to the appropriate guest folio or master account
* Perform the tasks of verifying and balancing vouchers, investigating out of balance situations and running a trial balance report
* Reviewed and verified the accuracy of the accounts receivables, advance deposits and guest ledgers
* Reviewed and verified the accuracy of revenues reported
* Handle the task of preparing and distributing Revenue Report on a daily basis
* Prepared journal entries and appropriately posted the general ledger
* Provide assistance in the closing of books at month end
* Performed random audit counts between periods
* Maintain internal control procedures as per P&P

EDUCATIONAL QUALIFICATIONS

* Bachelors of Commerce, Andhra University, India,
* Diploma in Computer Science, Visakhapatnam, India
* Accounting & Finance in Business Management, Cambridge International College, Britain, U.K.

OTHER DETAILS

* Married
* DOB 22.06.1974
* Driving License – Indian