

Anam mirza



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Summary

Experienced professional with over several years of experience in the Hospitality Industry. Currently working as an Assistant Manager Finance at DoubleTree by Hilton, Jaipur.

Experience



Assistant Manager Finance

DoubleTree by Hilton

Mar 2020 - Present (1 year 2 months +)

- Keeping a proper record of all amounts due to the hotel from guests, concessionaires, tenants, credit card companies, and Team Members.
- Ensure the accuracy of all charges and credits to various accounts and that they are properly entered on a timely basis.
- All Accounts receivable from the previous day, on the basis of the night audit have to be checked that all supporting documents are attached, folios, and guest checks signed by guests, charges are in line with contractual agreements.
- Compute accurately all Travel agent commissions and pay to them as per agreed terms.
- Reminders and letters have to be sent to overdue accounts.
- Conduct a monthly credit meeting to review all receivable accounts.
- Ensure the accuracy of the Daily Revenue Report prepared by the Night Audit.
- Balance the credit card out-standings, reconciled by Night Audit, with the general ledger accounts.
- Responsible for ensuring the integrity of financial transactions, recording and accounting practices by internal auditing the hotel.
- All complimentary and house use rooms have to be approved by the General Manager.
- Performs budgetary functions.
- Reconciliation of all general ledger accounts
- Preparing all journal entries and uploading in the sun system
- GST details preparation
- VAT return
- Credit card reconciliation (AMERICAN EXPRESS & VISA)
- ALL payment received posting and reconciliation in ONQ
- Balance sheet reconciliation
- Payment processing
- TDS posting and reconciliation



Assistant Manager Finance

Fairmont Jaipur

Apr 2019 - Mar 2020 (1 year)

- Follow up with Sales for advances to have strict control in recovering advance for future events
- Follow up with Debtors for recovering the outstanding ageing also as compared to 2018 ageing reduced by 1cr in 2019
- Conducting Credit meeting on monthly basis

- Tds reconciliation and follow up on the same to ensure zero loss in TDS recovery.
- Processing the commission for the events, OTA'S & Travel agency
- Prepare monthly accruals on month end.
- Responsible for handling Statutory Audits.
- Preparing Daily Revenue Report (DRR) on daily basis for Management review.
- Responsible for the preparation of Owners Flash on daily basis.
- Revenue reconciliation between Opera & Symphony on daily basis to make sure that there is no revenue loss.
- Tax reconciliation on daily basis & make sure that all taxes charged & collected are in compliance with GST Law.
- Tracking of Guest Ledger, City Ledger & Deposit Ledger balances on daily basis.
- Checking of No Show & Cancellation report on daily basis.
- Checking of Rate Check / Rate Variance & Rate change Report on daily basis.
- Responsible for Room reconciliation of Contracted Events (Actual Grid Vs Contracted Grid)
- Ensure that all the Revenues & Taxes are mapped to the correct code in System while importing the trial balance from OPERA to Acc Pac.
- Balance Sheet Reconciliation: Preparation of Balance sheet reconciliation on a monthly basis before 2nd of every Subsequent month.



Account Supervisor

Fairmont Jaipur

Feb 2018 - Mar 2019 (1 year 2 months)

Fairmont, Jaipur, a 245 room property is under a management contract between Accor Hotels and Triton hotels and resorts Pvt. Ltd. Assisting and working with Asst. Director of Finance for all finance related works.

- Worked closely with other departments to determine current status of accounts.
- Preparing billing and sent it to respective Travel Agents/Corporates on daily basis
- Reconciling credit card payment on daily basis to ensure all payment is received from bank.
- Tracking of Guest Ledger, City Ledger & Deposit Ledger balances on daily basis
- Reconciliation of advance payment received for future booking on day to day basis
- Prepare advance tracker to have strict control on advances against future events so as to ensure 100% receipt of advances as per contracted value.



Finance Assistant

Oberoi Hotels & Resorts

Nov 2014 - Feb 2018 (3 years 4 months)

Started working with Oberoi Amarvilas as a General Cashier and later moved to Accounts Receivable with which handled Accounts Payable.

- Handling all the daily routes cash transactions with reconciliation.
- Foreign currency transactions and reconciliation with proper supporting (Passport) of the Guest.
- Debit, Credit card transactions with reconciliation on daily basis.
- Responsible for Petty Cash Reimbursement related to Hospitality work.
- Make sure that Card Rate should be daily updated in system for Forex exchange.
- Responsible for Cash floats of the hotel with the name of Front Office and Outlet by doing random audit.
- Checking rate of all the bills with Travel Agents Rate contracts

- Bills transferred to the respective customer accounts on daily basis with appropriate rate supporting and Travel Agent vouchers.
- Dispatch all the Travel Agent, Embassies, Corporate client's etc. bills on daily basis to ensure timely payments
- Credit card reconciliation on daily basis in SAP.
- Follow up with the corporate office for the outstanding amount of ageing.

Education



St. John's College, Agra

Master's Degree, ACCOUNTS AND LAW

2012 - 2014

I have completed M.com and also pursuing C.a in that i have cleared IPCC Group-1 and also 3 years of articleship.



St. John's College, Agra

Bachelor of Commerce - BCom

2009 - 2012



St. Clare's Senior Secondary, Agra

Intermediate

2008 - 2009



St. Clare's Senior Secondary, Agra

High school

2006 - 2007

Licenses & Certifications



Supervisor Development Programme - Oberoi Hotels & Resorts

Skills

Hospitality Industry • Revenue Analysis • MICROS • Team Management • Customer Service

Honors & Awards



Best Oberoi Employee for the financial year



Awarded with “Best Groomed Employee”