

CH M NADEEM MANZOOR

Mobile:- +92 3125993339,
E-mail:- chnadeemmanzoor@gmail.com
Location:- Airport Housing Society-Rawalpindi



PROFILE SUMMARY

MBA/MS Finance having Accounts and Audit Professional with over 7 years of extensive experience across Pak and the UAE. Proven expertise in internal audit, risk assessment, income and financial auditing, Revenue reconciliation, payroll audit, accounts receivable and payable, vendor management and VAT Reporting. Proficient in working with Front End Software such as PMS and POS, Accounting Packages including Microsoft Dynamics GP, QuickBooks online, Oracle, Sun & Vision. Skilled in MS Office tools including Excel, Word, and PowerPoint, with strong emphasis on accuracy, compliance, and process improvement.

Professional Experience:

Broad peak Technologies-Islamabad

Manager Audit:

(Jan 2024 – June 2025)

Deputy Manager Audit:

(June 2022 – Dec 2023)

Key Responsibilities as Manager Audit:

- Developed audit plans for Edible Arrangements LLC and Edible Brands (USA).
- Conducted financial audits, reviewed franchise agreements, and ensured internal control compliance.
- Prepared internal control reports and communicated audit findings to the head of Finance.
- Directed and coordinated internal audit processes, ensuring independent and objective assessment of risk management.
- Monitored and implementation of audit recommendations and followed up on corrective actions.

Canal Central Hotel Dubai-UAE

(July 2018 – Feb 2022)

Credit Supervisor:

Key Responsibilities:

- Ensure availability of all required documents prior to import.
- Collection of payment and post into the relevant accounts.
- Credit card reconciliation on daily basis.
- Verifying and maintaining the hold accounts detail of management and following-up on daily basis.
- Prepare and monitor daily collection report, weekly summary, monthly closing reports.
- Maintained customer ledgers and managed invoicing with supporting documentation.
- Verifying the rates according to the contracts and trade license of the companies.
- Collection of payments within a time frame given as per contract
- Monitor closely the credit policy extended to the clients by the company.
- Verified transactions, monitored credit policy adherence, and coordinated with Sales, F&B, and Reservations departments.
- Tallying City Ledger balance with the General Ledger Account.
- Performs any additional duties as assigned by the Financial Controller.

Additional Task:

- Income Auditor
- Cash Management
- Accounts Payable

Western Hotel, Abu Dhabi UAE

(Nov 2016 – July 2018)

Progressively advanced through key finance roles, concluding as Income Auditor.

- Income Auditor
- Night Auditor
- Accounts Receivable

Income Auditor:

Key Responsibilities

- Monitoring the Night Auditing works and the reports provided after the night run.
- To verify the postings and entries related to income from the front office, outlets and all other revenue sources.
- To check on all the voids, rebates, No-shows, cancellations, complementary, house use and the approvals of the same with proper documents to relate with.
- Check the rate parity with the hotel bar rates and proceed it further for the clarifications and explanations.
- Verifying package ledger details (meal allocations i.e. BB, HB & FB)
- Verifying credit limits for the Guest in house rooms
- Verifying all the refunds, paid outs, I Owe You etc.
- Maintain and prepare hold account details.
- Checking all the allowances according to the policy of the hotel
- Checking the arrival and departure report and tally the room revenue.
- Checking the discrepancies between housekeeping department and front Office department
- Spot check cashiers on random basis cash counts and surprise visit.
- Ensure correct pricing on all F&B checks, serial controlling of F&B checks.
- Checking all the void checks with proper justification and approved by Executive Chef.
- Tally the revenue, budget, Occupancy and guest count with the night audit report.
- Prepare Daily Revenue Report.
- To prepare the monthly revenue reconciliation and other month end postings related to income for preparing the month end P&L.

Marriott Hotel Islamabad

(Dec 2012 to May 2014)

Management Trainee Officer in Finance operations.

- Income Audit
- Purchase
- Cost control

Alcatel-Lucent Pakistan Ltd Islamabad

(July 2012 to Aug 2012)

Internship in Administration Departments.

- Helping the Assistant Manager REGS in day-to-day administrative responsibilities of the office premises.
- With the Finance Department, making sure to process and complete all the administration-related payments on time.

CERTIFICATIONS

- QuickBooks Online Certified
- Accounting Course – London College of Management Sciences (LCMS), Rawalpindi

EDUCATION

MBA/MS (Finance)

FUUAST, Islamabad – 2015

Bachelor of Commerce (B.Com)

University of the Punjab – 2011

COMPUTER Skills

Accounting Software: Oracle, Microsoft Dynamics GP, QuickBooks Online, Sun System, Peachtree.

Hotel/ERP Systems: Opera, Protel, Micros-FMC, Vision, Touché, Wish.Net, WebPROLIFIC.

Productivity Tools: MS Excel, MS Word, PowerPoint

PERSONAL INFORMATION:

- Languages : English, Urdu, Punjabi
- DOB : 11th July 1991
- Nationality : Pakistani
- Marital Status : Married

REFERENCES:

Available upon request.