

MUHAMMAD SALIM (CMA)

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PROFILE SUMMARY

CMA (Finalist), MBA-Finance, and BBA-Finance professional with over 4 years of diversified accounting, auditing, hotel operations finance, within the **hospitality sector (Hashoo Group / Pearl Continental Hotels)**. Skilled in accounts payable, receivables, reconciliations, vendor management, credit control, and revenue assurance. Adept at implementing financial controls, streamlining reporting, and ensuring audit compliance. Recognized for improving payment cycles, resolving discrepancies, and safeguarding revenues exceeding PKR 500 million annually.

TECHNICAL SKILLS

- Accounts Payable & Vendor Management
- Bank & Account Reconciliations
- Revenue Assurance & Night Audit Operations
- Credit Control & Collections Management
- Financial Reporting & Audit Support
- Procurement (P2P, Tejari e-Procurement Portal)
- Software System, IDS Next, FX, Munshi10
- Microsoft Office (Excel – Pivot Tables, VLOOKUP, Reporting Dashboards)
- Expense Verification & Payment Scheduling

PROFESSIONAL EXPERIENCE

Accounts Payable In-charge | Pearl Continental Hotel Malam Jabba | Hashoo Group |

- Processed and verified **100+ vendor invoices monthly**, ensuring 100% compliance with internal controls.
- Managed vendor payments worth **PKR 25 million+ per month**, reducing delays by 20%.
- Executed **weekly bank reconciliations** covering transactions exceeding PKR 200 million annually.
- Implemented structured payment tracking, improving supplier satisfaction and reducing disputes by 15%.
- Authenticated expense reports and approved vendor bills in alignment with finance policies.

Income Auditor | Hotel One by Pearl Continental Swat | Hashoo Group | Jan 2023 – Dec 2023

- Performed night audit of 58 rooms daily, reconciling guest folios, food bills, and inventories worth PKR 8 million monthly.
- Generated and shared Night Audit Checklist (NAC) and Early Bird Reports (EBR) with senior management, improving revenue transparency.
- Designed internal revenue recording controls, minimizing errors in F&B and room revenue.
- Collected corporate payments worth PKR 30 million+, reducing overdue receivables by 25%.
- Posted monthly journal vouchers and reconciliations covering multiple hotel revenue streams.
- Ensuring accuracy in daily reconciliations

Audit Executive | Pearl Continental Hotel Karachi | Hashoo Group | May 2022 – Dec 2022

- Conducted restaurant and banquet audits ensuring accurate reporting of revenues exceeding PKR 60 million annually.
- Prepared and reconciled General Cash Revenue (GCR) reports covering PKR 3–5 million daily cash flows.
- Investigated and reported on deleted items, voids, and discounts, preventing potential revenue leakage of PKR 2 million+.
- Reconciled multiple outlet accounts and supported month-end closings with accurate audit schedules.
- Enhanced reporting accuracy by reducing discrepancies in F&B and room audits by 18%.

Trainee – Purchase Department | Pearl Continental Hotel Karachi | Hashoo Group | Nov 2021 – Apr 2022

- Assisted procurement through Tejari (e-procurement portal), floating tenders and evaluating supplier bids worth PKR 50+ million.
- Coordinated with suppliers to meet hotel requirements, monitoring KPIs and SLAs.
- Supported purchasing team in finalizing POs and deliveries, helping reduce procurement cycle time by 10%.

EDUCATION

- **CMA (Finalist)** – ICMA Pakistan (Managerial Level 2, Ongoing)
- **MBA (Finance)** – University of Peshawar (2014–2016)
- **BBA (Finance)** – Agriculture University of Peshawar (2009–2013)

ACHIEVEMENTS AND REWARD

- **Streamlined A/P** operations, reducing vendor **disputes by 15%** and **payment delays by 20%**.
- **Strengthened** hotel revenue assurance, **reconciling PKR 500 million+** annually across multiple outlets.
- **Led audit** checks that prevented potential revenue **leakages exceeding PKR 2 million**.

INTEREST

- Mentorship and coaching young professionals.
- Fitness and wellness routines to maintain work-life balance
- Volunteering for social or educational causes

LANGUAGE SKILLS

English Fluent, Urdu native and Pashto Native