

Profile Summary

Highly analytical Income Auditor with 2 years of hands-on experience in the hospitality sector at a prominent Hilton property. Proficient in the daily verification and monitoring of revenue reports, specializing in reconciling differences between Micros and OnQ Property Management Systems. Proven ability to ensure daily settlements are in balance and to review all rebates and allowances, ensuring strict corporate compliance and financial integrity.

Professional Skill

OnQ (PMS) | Micros (POS) | GST Knowledge | DRR (Reporting) | Reconciliation | Auditing | Microsoft Office Analytical | Interpersonal | Teamwork | Dedicated | Disciplined | Problem-Solving | Learning (Quick Learner) | Motivation

Education

Double Tree By Hilton Gurgaon Sec 55-56, Gurgaon | Dec 2023 – Present

Bachelors in Business Administration (B.B.A)

- Lingaya's Lalita Devi Institute of Management & Sciences (LLDIMS) | 2019 – 2022 **CGPA: 8.00**
- Relevant Coursework:** Financial Accounting, Auditing Principles, Business Law, and Corporate Finance.

Work Experience

Income Auditor

Revenue Reconciliation and Financial Controls

- Reconciled daily hotel revenues and settlements, proactively identifying and resolving variances between the Micros Point-of-Sale (POS) system and the OnQ Property Management System (PMS).
- Verified and Monitored all hotel Revenue Reports and the Night Audit Report to ensure 100% daily transaction accuracy and financial integrity.
- Managed the preparation and final review of the draft Daily Revenue Report (DRR), ensuring timely and accurate distribution to the finance leadership.
- Reviewed and controlled all Rebates and Allowances, ensuring proper documentation and authorization for adjustments posted in the OnQ system.

Compliance and Tax Auditing

- Audited guest room rates and taxes against Minimum Rate Agreements to confirm genuine Room Rate Tax adherence and regulatory compliance.
- Analyzed all outlet revenues and adjustments, ensuring correct coding and posting within the accounting system.
- Applied current GST Knowledge to verify tax calculations and ensure all revenue streams met statutory requirements.

Key Skills and highlights

- Financial Systems and Reconciliation Mastery:** Expert in hotel revenue auditing, including daily verification and preparation of the Daily Revenue Report (DRR). Proven ability to efficiently reconcile variances between the Micros Point-of-Sale system and the OnQ Property Management System (PMS) to ensure daily settlements and financial integrity.
- Compliance, Analysis, and Work Ethic:** Highly analytical and problem-solving professional who ensures strict Room Rate Tax adherence and controls all Rebates and Allowances. Dedicated, disciplined, and capable of both independent execution and effective teamwork in a fast-paced finance environment.