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| **Contract Address:**  Suvastu Nawajesh Villa  Appartment: 3/B  House : 12, Road 14/B,  Sector: 4, Uttara, Dhaka- 1230  Bangladesh  Mobile: +8801712227433  [promoj.hassan@gmail.com](mailto:promoj.hassan@gmail.com) | F:\hassan d back\personal\Hassan -11-11.jpg |

**Professional Profile Summary:**

Experience of leading international hotel finance (The Westin Dhaka) as Financial Controller for looking after financial reporting, financial planning, budgeting, Tax-VAT and other legal compliance related issues in the very recent past. Capable of manage day to day financial operation, procurement decision making, cost control over material and dues recovery initiative. Liaison with owner (Unique Hotel and Resorts Ltd.) representative, area & regional finance team of Management Company (Marriott International) and local government & non-government bodies related with hotel financial operation.

Experienced of pre-opening financial planning for Movenpick Hotel Sylhet and I was responsible for planning the pre-opening budget, OS&E, SOPs, Payroll structure as well as recruitment of the Finance team.

Including six month experience as an Acting Financial Controller and over six years in managerial position, I have almost thirteen years of financial operational experience at Radisson Blu Dhaka Water Garden. This period I was leading the core finance department and responsible for financial operation, reporting, software mapping and Chart of Accounts.

**Financial Controller (April 1, 2019 – August 3, 2021)**

The Westin Dhaka

**Areas of Responsibility:**

* Lead Finance team of 24 parson, guide the team for day to day activities, recruit potential intelligent, prepare individual development plan and evaluate six-monthly/ yearly performance appraisal;
* Collaborated with General Manager and other department heads in strategic planning for implementation of Business Plan to achieve the organizational financial and non-financial goals (revenue, GOP, BSC and Internal Control Audit);
* Financial reporting under Marriott standard like BP, Monthly P&L and Forecast, A&L reconciliation, ISRA audit, Departmental Audit, Quarterly certification;
* Ensured that all work is done accurately, timely, and in accordance with Marriott International Policies (MIP), Local SOP and in compliance with the Uniform System of Accounts for the Lodging Industry (USALI) and IFRS by directing the overall operations of the Finance department;
* Responsible for local regulatory compliance like VAT, SD, Tax, Import duty, Narcotic Control, related Licensing and certification;
* Responsible for statutory audit and owner’s surprise audit response as well as compliance and yearly audit from Marriott;
* Review and compare price of supplies and goods for OPEX & Capex Item, renegotiation with the suppliers by doing ABC analysis and find alternative supplier;
* Guide and monitor cost control for the organization by proper implementation of menu costing, menu engineering, portion control, event costing and inventory control;
* Monitor and reconcile daily/ monthly revenue and collection of the Hotel and establish/ correct mapping of software in case of any new revenue segmentation;
* Guide and monitor receivable policy of the hotel and take proper initiative for credit meeting, proper credit application, fix credit limit, monitor PM account, deposit ledger, renegotiate credit card commission and write-off bad debts;
* Liaison with Central Bank, Bangladesh Investment Development Authority (BIDA), National Board of Revenue (NBR), Office of Income Tax Commissioner for remittance and other legal compliance of the hotel;
* Build relationship with owner representative, local bank, appointed legal officer, appointed audit farm and important business partners for hotel financial activity;
* Assist and perform other assignment assigned by Cluster DOF.

**Achievements:**

* Full compliance with change of new VAT act (VAT and SD act, 2012) effective from May, 2020;
* Initiate and Implement mandatory BIN for every supplier and Mushak -6.3 with proper rate compulsory along with every bill which impact additional VAT input credit around BDT 13.2 million from last year.
* Tax Planning for Expatriate employee payroll and Band Member payment and Safe more than BDT. 1 million;
* Introduce Menu Engineering, portion control and Event P&L for more control over costing;
* Fund management efficiently by notice to bank and earn bank interest income from SND account;
* Resolve old WHT issue with Central Bank and release long pending Management Fees remittance approval from BIDA (Royalty Fees July-17 to June 2019, Technical Fees July -16 to December 2017);
* Brand registration for new 21 number of alcoholic beverage and import is shortest time;
* Implement MI-SUN for the property The Westin Dhaka and Sheraton Dhaka also take lead on implementation and mapping SUN-Opera, SUN-BirchStreet for Sheraton Dhaka;

* AMC (Local) saving BDT. 326K in the time of Covid-19.

**Financial Controller (October 14, 2018 – March 31, 2019)**

Movenpick Hotel Sylhet

**Areas of Responsibility:**

* Collaborated with General Manager and other department heads in strategic planning for implementation of Pre-Opening Business Plan to achieve the organizational financial and non-financial goals (revenue, profit, payroll, marketing etc.) and advising and guiding all departments in output maximization;
* Support owner providing list of software, OS&E items, signage and other marketing kits as per Movenpick/Accor standard;
* Obtain license and permits for the hotel and take necessary permission from the required authority which are required for hotel operation;
* Prepare SOPs and various policy for smooth financial operation and goal;
* Hire potential employee for the Finance Department ;
* Assist owning company for sanction of loan and attend meeting with bank official as required.

**Achievements:**

* Successfully submit pre-opening Budget, OS&E file that help owner for their investment projection;
* Prepare Payroll structure and SOPs for the hotel with help of GM and HR;

**Acting Financial Controller (April 27, 2018 – October 04, 2018)**

Radisson Blu Dhaka Water Garden Hotel

**Areas of Responsibility:**

* Collaborated with General Manager and other department heads in strategic planning for implementation of Business Plan to achieve the organizational financial and non-financial goals (revenue, profit, and Best Hotel award, Safe Hotel Certificate, Quality Performance Review and Internal Control Audit, Net Promoting Score etc.);
* Ensured that all work is done accurately, timely, and in accordance with Radisson Hotel Group standard accounting practices and in compliance with the Uniform System of Accounts for the Lodging Industry (USALI) and IFRS by directing the overall operations of the accounting department;
* Liaison with Central Bank, National Board of Revenue (NBR), Bangladesh Investment Development Authority(BIDA) and Ministry of Civil Aviation and Tourism for various foreign remittance, Tax & VAT, Work Permit, Hotel License issue etc.;
* Review all Revenue, OPEX and CAPEX in line with the forecast and address necessary issues with the accounting team to resolve deviations;
* Handling both External and Internal Audit team and guide the hotel finance team to ensure all Audit Policies & Processes are in proper compliance;

**Achievements:**

* Atomization of Inventory Management software for Store issue and internal transfer, this will help to increase outlet wise accuracy for food, beverage and other costing;
* In absence of general manager took charge as operation in-charge for one week;

**Assistant Financial Controller (July 01, 2016 - April 26, 2018)**

Radisson Blu Dhaka Water Garden

**Areas of Responsibility:**

* Ensure the accurate and timely submission of all information required for management decision making by actively participating in the operation of the Hotel accounting department and prepares the Monthly P&L, Balance Sheet, Monthly and weekly forecast and submitting to the management.
* Responsible for effective management without any interruption for all systems of the Hotel (Opera, Micros POS, SUN, vision excel, Infor system (BI), Material Control and Kormee HR Payroll software etc.
* Co-ordinate both External and Internal Audit (Singapore) team and guide the hotel finance team to ensure all Audit Policies & Processes are in proper compliance as per the agreed timeline.
* Help management by preparing yearly Business Plan and also provide information and explanations on variances with actual business.
* Supervision of Taxation (VAT, source tax & payroll tax) for the property

**Achievements:**

* Awarded as a “Diamond Assistant Head of the Department” for the Quarter -2 of 2017 and Quarter - 3 of 2016 respectively;
* Personally develop Opera-SUN interface from April, 2017 so that revenue and payment related data travel to SUN automatically. It reduces human error and improves income audit procedure;
* Revised Entire Finance SOP in the year 2017/2018;
* Develop cross training within the department and prepare reliever for every position.
* Support Radisson Blu Chattogram Bay View for month closing and other finance need in absence of FC.

**Chief Accountant (July 01, 2014 - June 30, 2016)**

Radisson Blu Dhaka Water Garden

**Areas of Responsibility:**

* Prepared weekly forecast, monthly P&L, monthly Hotel Performance Review Report, Balance Sheet, Cash Flow Statements, Hotel Quarterly Certification through SUN System and Vision Excel software and submitted to Corporate Office as per deadline;
* Help management by preparing yearly Business Plan and also provide information and explanations on variances with actual business.
* Manage accounting function including AP, AR, Payroll, Income Audit and Cashiering.

**Achievements:**

* Successfully Upgrade accounting software SUN 4.0 to SUN 6.02;
* Successfully finish project of HR Payroll software (First payroll software design for Hotel operation in Bangladesh);
* Assigned for pre-opening support and software implementation in Radisson Blu Chattogram Bay View.

**Senior Accountant (April 01, 2012 - June 30, 2014)**

**Accountant (January 01, 2009 - March 31, 2012)**

**Junior Accountant (April 01, 2008 - December 31, 2008)**

**Payroll Supervisor (January, 2006 - March 31, 2008)**

Radisson Blu Dhaka Water Garden

**Education:**

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| Name of the Degree | Institution | Location | Passing Year | Result |
| Master of Accountancy in Taxation | Dhaka University | Dhaka | On going | 3rd Semester |
| MBA (Finance ) | AIUB | Dhaka | 2005 | 3.43 (4) |
| M.Com (Accounting) | National University | Faridpur | 2003 | 2nd Class |

**Outside Training:**

* **VAT and SD ACT, 2012 & Implementation**

Organized by: ICMAB; Date: 20-22 July, 2019.

* **Audit Boot Camp & Finance Meeting South Asia**

Place: JW Marriott Mumbai, Juhu

Organized by: Marriott International (South Asia); Date: 24-28 June, 2019.

* **Bangladesh Financial Reporting Standards (IFRS):**

Organized by: ICAB; Date: 08 October, 2016 to 12 November, 2016

**Software Skills**

* Strong (Supervisory and Development level) knowledge about Oracle Database System (SUN), Vision Excel, Infor System, Material Control and Opera,
* Moderate knowledge on BirchStreet, Micros POS & Infrasys POS;

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| **Reference (s):**   |  |  | | --- | --- | | **Arun Ram J**  Area Director of Finance, South & East India, Sri Lanka & Bangladesh  Marriott Hotels India Pvt. Ltd  Email: [Arun.RamJ@marriott.com](mailto:Arun.RamJ@marriott.com)  Relation: Professional | **Hubli Sai Giridhar**  Cluster Director of Finance  The Westin Dhaka & Sheraton Dhaka  Email: [giridhar.hublisai@westin.com](mailto:giridhar.hublisai@westin.com)  Mobile: +88 01313709061  Relation: Professional | | **Jone Kumer Gupta FCA**  Chief Financial Officer  Unique Hotel and Resorts Limited  Mobile: +8801708800777 Email: [gupta@uhrlbd.com](mailto:gupta@uhrlbd.com)  Relation: Professional | **Sayeed Ahmed**  Managing Director  Quality Hospitality Limited  Mobile: +880 17 1153 5060 Email: [saeed@qil.com.bd](mailto:saeed@qil.com.bd)  Relation: Professional | | | |  |
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(Mohammad Hassan Akbar Khan)