

SALMAN KHAN

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Date of Birth: 06/03/1991 • **Driving License:** United Arab Emirates • **Nationality:** Indian

Professional Summary

Conscientious and detail-oriented with extensive experience in managing front desk operations during night shifts, including balancing financial transactions, ensuring accurate record-keeping, and providing exceptional guest service. Skilled at maintaining order and efficiency in fast-paced environment, demonstrating strong work ethic and commitment to completing tasks quickly with minimal errors.

Experience

Front Desk Night Auditor, 11/2019 - 04/2025

Marco Polo Hotel - Dubai

Key Responsibilities:

- **Guest Services and Front Desk Operations:**
Provided exceptional customer service during the night shift, including check-ins, check-outs, and handling guest inquiries. Addressed guest concerns and requests with a focus on ensuring satisfaction and resolving issues promptly.
- **Nightly Reconciliation and Accounting:**
Performed daily financial reconciliations by balancing the hotel's accounts, including verifying cash and credit card transactions. Ensured that all charges, payments, and adjustments were accurately recorded in the property management system.
- **Night Audit Reports:**
Compiled and generated detailed financial reports, including revenue, occupancy rates, and other performance metrics. Sent these reports to relevant departments and management for review and decision-making.
- **Maintaining Security:**
Monitored the security of the hotel during night shifts, ensuring that all safety protocols were followed. Assisted in monitoring surveillance cameras and performing routine checks throughout the building.
- **Billing and Payment Management:**
Processed guest invoices, ensuring the accuracy of charges. Managed billing discrepancies and ensured smooth processing of payments for guests.
- **Communication with Day Shift Teams:**
Coordinated with day shift staff, passing on important information regarding guest requests, special instructions, and any issues that arose during the night.
- **Administrative Support:**
Managed all necessary documentation, including guest registration forms, payment records, and reports. Assisted in maintaining an organized filing system for financial documents.

Key Achievements:

- Streamlined the night audit process, reducing errors and improving the efficiency of nightly financial closings by 20%.
- Played a key role in guest retention by providing personalized service to regular guests, ensuring their needs were met during the night.
- Recognized for consistently handling high-pressure situations with professionalism, especially during peak seasons.
- Received positive guest feedback for prompt problem-solving and ensuring smooth operations during late hours.

Sales Cum Dispatch officer, 09/2016 - 10/2019

Shattaf Steel Ind Co llc. - sharjah, sharjah

Reporting to Chairman.

- Generating sales with new/existing customers.
- Revenue Generated from the regions (**UAE, Kuwait, Saudi Arabia, Qatar, Maldives Djibouti and India**)
- Profit generation, sales techniques, and product promotion.

- To explore and develop newer markets (International & Domestic) & review general market needs by assessment of any unstated expectations of biases held by customers for selling company's products to increase business.
- Reinforcement Deformed Bars of various Grade like Grade **ISO 6935-2: 2007 Grade B500BWR, BS 4449 :2005 Grade B500B RS (ISO & DCL)** Material from size 8 MM to 32 MM. HMS Billet, Round Bar, MS Flat Bar, Rolling Scrap, Zinc skimming & Mill Scale.
- To achieve an increase in sales / perfection by serving existing customers with company's stated quality products, timely delivery, and reliable services with prompt response.
- Cut & Bent of Reinforcements for construction needs.
- Dispatch of materials to international suppliers and Preparing the Boarder Arabic documents, Bill of Lading for Container loading and Shipments to different countries like Saudi Arabia Kuwait Oman Bahrain.
- Preparation of Proforma Invoice, Sales Report, Sales Analysis, Invoice cum Delivery Note, Export Border Documents & Arabic Invoice Documents, Tax Invoice, Packing.
- Preparation of Production reporting and Daily consumables reports daily basis for Billet & Rebar Plant.
- Dispatch of materials to international suppliers and Preparing the **Boarder Arabic** documents (Kuwait, Saudi Arabia).
- Review the customer requirement, suggest suitable product, quote to customers follow up for the orders.
- Review of LC, Payment collection and Response to Customer Complaint.
- Strategy Planning and Implementation by considering clear focus on customer needs and Competitors analysis.
- To attend & generate new RFQs (enquires), review costing & send quotation.
- Follow-up for the submitted quotation, negotiation for orders.
- To plan and execute, customer orders as per agreed delivery schedule by following up and co-ordination with Production, Purchase, and Dispatch & Development departments.
- Analysis of Orders & Enquires received to meet with Targeted Sales, preparing Market, Sales, and other relevant forecast reports. Review of LC, Payment collection.
- Handling customer complaints and provide after Sales Service.

Team Member, 01/2015 - 08/2016

JP Morgan Services India Pvt Ltd - Bangalore, Karnataka

Loan and agency (Commercial Banking, Investment Banking & Treasury Services). I handle non- agented syndicated loans and provide services for North America Region.

Daily Business As usual:

- o **Loan:** Term Loan and Revolver Facilities: Rollover/ Reprising, Paper clip transactions, Conversion, Pay downs, Advances, Daily one month labor rate loan, Interest & Fees payments, Termination.
- o **Letter of Credit:** Book non agented LCs and Maintain balances as per agent notifications, Fronting Fee invoices.
- o **Reports:** Past due report, break funding report, Risk rating reports and assigning it to the team and ensure the report is up to date on a daily basis.
- o **Nostro/Past Due/WIPS:** Reconciliation of wires received from different agent banks. Cash flow matching. Kick back Funds. Reconciliation of WIPS (Accounts Receivable). Reconciliation of bank-GL, GL- GL, Re-allocation of unidentified entries, MCAS investigation, SWIFT Mgs/Chase solution for resolving entries & finding matches.
- o **WFC (Workflow coordinator) & Borrowing Base Mail box:** Handling queries regarding LCs/Facilities Commitment Decrease/Increase of deal.
- o **Open Notices:** Bank deal updates, amendments, letter of credits, commitment reduction, commitment increase, Interest etc.
- o **Tools:** Loan IQ, E Server, Exposure Now, Markit (WSO)

Accounts Payable Analyst., 05/2013 - 12/2014

R.A STEEL TRADERS - Bangalore, Karnataka

• **Roles and Responsibilities:**

- Preparing and Managing All Accounts Like Journals, Ledgers, Asset Account, capital account and Other Accounts
- Preparing and finalizing all Financial Statements like P&L Account, Balance Sheet and Cash Flow Statement.
- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures.
- To manage Accounts receivables and to perform the processing and recording of accounts receivable transactions and ensure that all invoices and other receipts are received accurately and in accordance with

Finance policies and procedures.

- Prepare and maintain Employee payroll.
- Designs, revises, and implements accounting systems and procedures in accordance with generally accepted accounting principles and theories.
- Managing all bank related work and maintain Bank reconciliation statement for proper flow of bank transactions.
- Review and approve cash payment vouchers and petty cash vouchers.
- Participate in company's audit.
- Reviews and preparation of financial statements and accounting reports required for financial budgeting and forecasting.
- Develops guidelines for the maintenance and reconciliation of financial data.
- Conducts financial analysis to prepare recommendations for improvements, controls, new methods, and other changes to improve the efficiency of accounting systems and to reduce indirect costs.
- Conducts cost studies and implements cost allocation plans.
- Maintains records and prepares reports and correspondence related to the work.
- Reviews budgets and prepares related budget documents
- Prepare and analyze the monthly budget/forecast to actual variance reports per program and department.
- Assist in the preparation of financial reports such as financial statements, budget performance, and interim grant financial reporting
- Assist the Finance Controller with the day-to-day, monthly and year-end operations of the Accounting.

Education

BBM: Marketing & Finance, 04/2013

CMR Institute of management studies - Bangalore

College: Commerce, 04/2010

Cathedral Composite Pu College - Bangalore

High School: English, 04/2008

Seventh Day Adventist School and Pre- University C - Bangalore

Skills

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|-------------------------|---------------------------|
| • Real Estate Financing | • Residential Real Estate |
| • Client Relations | • Property Research |
| • Property Management | • Property valuation |

Languages

- | | |
|----------------------------|-----------------------------|
| • English Fluent | • Hindi Fluent |
| • Urdu Fluent | • Arabic Beginner |

Visa Status

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