

Muhammad Raees Khan

Income Auditor



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📍 Doha, Qatar

🇵🇰 Pakistan

📅 1997 Jan 25

👤 Single

Profile

Detail-oriented and highly skilled Hotel Income Auditor with a strong financial background and exceptional analytical abilities. Proven track record of meticulously monitoring financial transactions, identifying discrepancies, and implementing effective controls. Strong financial acumen and an in-depth understanding of industry standards and regulations. Adept at collaborating with cross-functional teams to optimize revenue performance and improve operational efficiency.

Professional Experience

Income Auditor, Jouri A Murwab Hotel

2023 Apr – present
Doha, Qatar

- Carry out daily checks of revenue via an Operations Audit as per hotel standards
- Reconcile and monitor commissions, housekeeper and rate discrepancies, and Conference and Banqueting Revenue against daily function sheets
- Check the authenticity of all FO paid outs/rebates and outlet rebates and verify for accuracy.
- Audit the credit card transactions for accuracy. Ensure the POS details summary reports agree with Opera.
- Check the accuracy of all revenue figures; identify and obtain explanations from respective personnel for reason for variances.
- Audit all administrative PM folios and lost interface posting charges. Analyze and transfer them to respective accounts/folios.
- Perform month end closing and ensure that the trial balance agree with general ledger.
- Reconcile third party revenue with Opera & Micros and do their final settlements
- Prepares daily and monthly revenue reports for the management.
- Check non-arrivals, late departures, no sales/voids, management bills, bill sequence and pay-outs
- Check bills signed to Room Account and record all covers
- Spot-check Function Diary and the settlement of function bills
- Reconcile telephone, Pay TV, newspaper revenue, guest laundry income, corrections and allowance
- Ensure Advanced Deposits are current
- Execute on tasks/requests as instructed by the Finance Manager and/or General Manager

Night Auditor, Beach Luxury Hotel

2020 Jan – 2023 Mar
Karachi, Pakistan

- Check in guests, answer phones and take reservations
- Respond to guest complaints, requests and emergencies
- Process invoices, post checks to vendors and distribute employee checks
- Reconcile accounts

- Balance the cash drawer and log receipts
- Investigate and resolve out-of-balance accounts
- Keep accurate financial records and ledgers
- Help prepare for forecasts and audits

General Cashier, Beach Luxury Hotel

2017 Dec – 2020 Jan
Karachi, Pakistan

- Collecting and counting contents of all cashiers' envelopes daily
- Reconciling cash on a daily basis
- Receiving and recording in the general cashier's daily report
- Preparing daily bank deposit summary and do the actual daily bank deposits
- Being responsible for balancing the main float and processing petty cash according to the hotel's procedures.
- Preparing petty cash report.
- Responsible for assigning and monitoring all hotel floats
- Controlling the exchange office and foreign currencies.
- Reimbursing outlet cashiers for disbursement made by them
- Issuing change money to all hotel cashiers
- Ensuring that all cash-handling employees have adequate monetary change

Cashier, Beach Luxury Hotel

2017 Dec – 2020 Jan
Karachi, Pakistan

- Preparing credit Card Settlement
- Preparing Room Charges
- Raising Checks, Cash Settlement
- Preparing City Ledger Settlement
- Preparing ENT Settlement
- Preparing Outlet Tip Form
- Daily Cash Deposit
- Review Log Book
- Cash Float Deposit
- Reporting Discrepancies
- Preparing Tally Daily Discounts report
- Preparing Void Control Sheet report
- Tally Daily Restaurant Revenue

Skills

- | | |
|------------------------|--------------------|
| • Opera & Protel (PMS) | • Revenue Analysis |
| • MS Office tools | • Wish net |
| • Web Prologic System | • Touché |

Education

Intermediate(Higher Secondary-Commerce), Muslim Commerce College

2016
Karachi, Pakistan

Matriculate (Secondary School), Metric Board Karachi

2014
Karachi, Pakistan

Languages

- English
- Urdu
- Pashto

Interests

Reading, To Listen Music, To Travel & Like Different Culture Foods.,
To Play Games Like Table,Cricket Tennis, Volleyball, Snooker