**Sajid Javed [FCMA, APA, MCom]**

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**Director Of Finance – Hospitality Industry + Construction Projects + Financial Reporting**

*A dynamic individual with extensive experience in financial reporting, hotel operations, auditing, and construction projects, as well as establish financial policies through vision and revenue-generating operational leadership*

Detail-oriented, accomplished and solutions-focused Director Finance with +18 years of experience including 16 Years in Hotel Operations and 2.5 Years in Corporate Office. Skilled in financial Reporting, financial statements analysis, auditing/forecasting, financial management, audit procedures, risk management, construction projects feasibilities, and project cost comparative statements. Adept in identifying and fixing accounting mistakes, supervise accounting staff, and process information quickly. Overhaul the aging report process, create a weekly summary for management and follow up on missed payments. Possess strong financial acumen with well-developed leadership qualities to propel an organization forward and sustain the leading position in the industry; experience at initiating training and mentoring activities throughout global platforms. Qualified Fellow Member of Cost & Management Accountants of Pakistan. Avid team player with potent ability to turn conflict into opportunity. Proficient financial auditor, skilled at conducting pre-audit analysis with a pragmatic approach towards analyzing and gauging levels of risk.

***---------------------------------------------* Areas of Expertise*----------------------------------------------***

• Leadership • Planning/Budgeting/Forecasting • Decision Making • Internal Controls •Negotiation • Financial Statement Analysis • Financial Reporting • Contracts and Agreements

•Supply Chain • Cost Control and expense reduction • Management Reporting • Team Management

•Critical Path Analysis • Cross-Functional Leadership • Construction Projects Feasibilities • Banking

• Project Cost Analysis • Project Cost Comparative Statements • Training, Recruitment & Selection • Internal Audit

•Process Transformation • ERP Implementation • IT General Controls • Risk Management

•COSO Framework, SOP’s/BPR • Change Management • International Financial Reporting Standards (IFRS)

• Financial Management • Financial Planning • Financial Advisory • SLAs Implimentation

***IT Skills*** *MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Team, Zoom, Opera Fidelio – MFF, FMC, Decibel - Payroll, WAVE, Oracle Based Financial Modules, Access Based in house Software, QuickBooks,Web-based research*

***Director Of Finance: Hotel Operations: [5 Star Luxury Hotels Chain]:*** *worked on different positions in finance functions of hotels operations, financial reporting of 6 Companies, Management audit, transformation and construction projects.*

***1-Marriott Hotel,*** *Islamabad • 2-****Marriott Hotel,*** *Karachi • 3-****Pearl Continental Hotel,*** *Lahore*

***4-Pearl Continental Hotel,*** *Bhurban • 5-****Pearl Continental Hotel,*** *Rawalpindi • 6-****Pearl Continental Hotel,*** *Karachi*

***---------------------------------------------* Career Contributions*----------------------------------------------***

* Increased Hotels’ GOP, Reduced per occupied room cost, food & beverage cost percentage and overheads without comprising on standards through effective internal controls, cost containment meetings, Profit Protection Plan and staff trainings. Increased profitability in 2 Marriott & 7 Pearl-Continental Hotels through Transformation & Wave.
* Prepared Officers and ENT Checks Policy which was appreciated & implemented in all Group Hotels.
* Implemented internal controls, SOPs and SLAs in the tender, negotiation, workorder/contracts approvals and payment process to expedite and saved at least 15% of the total project costs without compromising on standards.
* Saved USD1.1M and USD1M in two contracts by retendering as per implemented SOPs, SLAs and negotiation.

**Professional Experience [ +18 Years ]**

**Hashoo Group - Corporate Office, Hospitality + Construction Industry, Pakistan [2.5 Years] Jan 2018 – Present**

***Director of Finance (Group Projects, Operations and Financial Reporting) –*** *[5 Star Hotels & Appartments + 6 Group Companies]*

*Led development of financial administration, improve internal controls, productivity and profitability by adopting best practices. Financial reporting of 1 Public Limited Company and 5 Private Limited Companies. Transformation implementation*

***Key Accomplishments:***

* Financial Reporting of 1 Public Ltd [Pakistan Services Limited] and following 5 Private Ltd Group Companies:
* 1- M/s. City Properties Pvt Limited, 2- M/s. Elite Properties Pvt Limited 3- Pearl Continental Air Pvt Limited
* 4- M/s. Pearl Continental Hotels Pvt Limited 5- Pearl Communications Pvt Limited.
* Part of Mckinsey & Company Transformation team, increased profitability in 2 Marriott & 7 Pearl-Continental Hotels.
* Implemented internal controls, SOPs and SLAs in the tender, negotiation, comparatives, workorder/contracts approvals and payment process. Performed project cost analysis and conducted cost containment meetings/ trainings to reduce/control expenses. Reduced Projects cost by 15% and in 2 contracts cost reduced by USD2.1M.
* Critical Path Analysis, project site visits, liaison with construction consultants and banks. Projects financial feasibility.
* Oversee construction of 3 New 5 star Luxury Hotels, renovation in 9 existing Hotels and construction of high rise building of 400 luxury apartments; assessed trend analysis on the monthly, quarterly, and annual basis.
* Coordinate and advance the annual audit process including liaising with external auditors and Finance Committee of the Board of Directors; work with finance team to provide program managers with customized financial reports.

**Hashoo Group of Hotels, Hospitality Industry, Pakistan [16 Years] Mar 2002 – Dec 2017**

***Director of Finance (Group Hotel Operations)***

*Strategized highly potential finance team to drive disciplined growth and strengthen controls and managed internal audit, internal controls, and financial analysis. Increase revenue and reduction in per occupied room cost, food and beverage cost and Overhead cost as compared to previous years without compromising on standards.*

***Key Accomplishments:***

* Planned, budgeted, and forecasted with periodical controls, fostered variance analysis and management reporting by assuring compliance. Optimized and investigated the planning, budgeting, forecasting, and supply chain.
* Supervised funds flow and the inventory levels of the company. Analyzed provisions of the Income Tax Ord. and Sales Tax Act, checked internal controls, maximized profitability, and system development for effective operations.
* Coordinated with government authorities including excise and taxation, EOBI, SESSI, and assured all the required returns/ statements are submitted. Administered significant working capital reductions and maximized cash flow.
* Conducted staff training, assisted general manager and corporate office in making decisions. Financial Reporting, Implemented ERP, Increasaed Hotels’ GOP without comprising on standards through effective internal controls.

**Hashoo Group – Head Office [1 Year] May 2012 to Apr 2013**

***Director of Finance (Management Auditor)***

*Implemented internal checks and internal controls, analyzed financial and operations policies and procedures.*

***Key Accomplishments:***

* Examined management audit and analysis, evaluated adequacy of internal checks and controls. Checked planning, budgeting, and forecasting with periodical controls, variance analysis, management reporting, and compliance.
* Highlighted and reported operational and managerial inefficiencies to senior management. Prepared succinct and actionable reports, examined performance improvement and effectively communicating recommendations.
* Reviewed assignments and ensured the authenticity of supporting documents; suggested appropriate practices and providing support in financial procedures and policies by keeping in view major industry trends in general.
* Prepared internal audit plans, internal control reviews, SOPs, third party validation and gap analysis; improved and developed standard operating procedures for all areas; monitored client requirements and suggested solutions.

***---------------------------------------------* Projects *---------------------------------------------***

* **Oracle Based ERP General Ledger, Inventory, Purchase, Payable, Receivables modules, Pearl Continental Hotel, LHR**
* **Implementation of online purchase system (Tejari system) in the Purchase Department. Transformation Wave.**
* **Constrcuction Projects: following 5 Star Hotels and Luxury Apartments Under Construction**

 1) Pearl Continental Hotel, Mirpur (Rooms 163) 2) Pearl Continental Hotel, Multan (Rooms 172)

 3) Zaver-Pearl Continental Hotel, Hayatabad (Rooms 101) 4) High-rise building with 400 Apartments

***---------------------------------------------* Prior Experience *---------------------------------------------***

Organization: M/s. Zahid Jamil and Company M/s. Allied Bank of Pakistan

Organization Type: Chartered Accountants Firm Bank

Designation: Audit Trainee Jan-March 2002 Trainee/Internship 1997 (3 Months)

**Education & Professional Background**

**FCMA • ICMAP (Institute of Cost and Management Accountants of Pakistan) Cost and Management Accounting [2003]**

**APA • PIPFA (Pakistan Institute of Public and Finance Accountants) Finance & Accounting [2002]**

**M.Com • HEC (Higher Education Commission) Commerce [Equivalence Letter] [2007]**

**CIMA - UK • Chartered Institute of Management Accountants, Management Accounting [In Process]**

**Bsc.-UK • UK Naric, Commerce [Equivalence Letter] [2007]**

**B.Com • Hailey College of Commerce. Punjab university Lahore, Commerce**

**Trainings**

* **Seven Habits of Highly Effective People, Lavleen Raheja, Franklin Covey Venue : Royal Palm Hotel, Lahore**
* **Leader vs. Managers, Malik Nasir Nawaz, General Manager, Training & Development**
* **Foundations of Leadership, Peter, Organized by Marriott International**
* **Developing Specialized Skills in Handling Sales Tax Matters, NIU**
* **Personal Excellence, Etsko Schuitema, Octara Schuitma Pakistan**

**HASHOO GROUP [http://www.hashoogroup.com]**

**Qualification and Performance based 8 Promotions and worked in 9 positions and 6 main Hotels and head Office**

**Company/Location Designation No. of Rooms/Hotels Duration**

**Hashoo Group Corporate Office Director Finance** - Operations+ Projects 5 Star 12 Hotels(Jan 2018 to Present)

 5 Pvt Ltd + 1 Public Ltd **Financial Reporting**  6 Group Companies

 with **McKinsey & Company Transformation**  9 Hotels + Group Companies + Projects

**Pearl Continental Hotel, Rawalpindi Director Finance** 193 Rooms (Sep 2017 to Dec 2018)

**Islamabad Marriott Hotel Director Finance** 288 Rooms(Mar 2015 to Sep 2017)

**Pearl Continental Hotel, Bhurban Director Finance** 190 Rooms(May 2013 to Mar 2015)

**Hashoo Group Corporate Office Management Auditor** – HGH 5 Star 9 Hotels(May 2012 to Apr 2013)

**Karachi Marriott Hotel Director Finance** [Add. Assignment] 217 Rooms(Sep 2012 to Jan 2013)

**Pearl Continental Hotel, Karachi Director Finance** [Add. Assignment] 286 Rooms(Mar 2013 to Apr 2013)

**Pearl Continental Hotel, Rawalpindi Director Finance** 193 Rooms (Dec 2010 to Apr 2012)

**Pearl Continental Hotel, Lahore Acting Director Finance** 607 Rooms(Mar 2010 to Nov 2010)

**Pearl Continental Hotel, Lahore Deputy Director Finance** 607 Rooms(Sep 2006 to Feb 2010)

**Pearl Continental Hotel, Lahore Assistant Director Finance** 607 Rooms(Feb 2005 to Aug 2006)

**Pearl Continental Hotel, Lahore Manager Accounts** 607 Rooms(Jul 2004 to Jan 2005)

**Pearl Continental Hotel, Lahore Assistant Manager Accounts** 607 Rooms(Jul 2003 to Jun 2004)

**Pearl Continental Hotel, Lahore Accounts Officer** 607 Rooms(Oct 2002 to Jun 2003)

**Pearl Continental Hotel, Lahore Payable Officer** 607 Rooms(Mar 2002 to Oct 2002)

* ­­­Hashoo Group <http://www.hashoogroup.com> Hashoo Hotels <http://www.hashoohotels.com>
* Pearl-Continental Hotels <http://www.pchotels.com> Islamabad Marriott Hotel <http://www.marriott.com/isbpk>

**References & Professional Links**

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| A picture containing drawing  Description automatically generatedReferences are available in my LinkedIn profile  <http://www.linkedin.com/in/sajidjaved> and will be further provided, if required.  ID = sajid\_fcma ID = aries78.pk@gmail.com |