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Nationality : Dutch  
Date of Birth : October 10, 1983



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### **Personal Summary**

An ambitious, success driven and competent hospitality accounting & finance professional with valuable and excellent knowledge of financial modeling and accounting procedures. Having experience in Financial Modeling, Quantitative Analyses, Reporting Processes, Financial Reporting Presentation, Consolidation Accounting, Sox Compliance including hotel operations and Executive Presentations. Ability to drive out inefficient accounting procedures through process improvement. Seeking for new projects where me and my team could work together with clients to achieve maximum with limited resources.

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### **Education & Credentials**

BBA in International Hospitality Management (February 2007 - April 2012)  
Stenden University, Leeuwarden The Netherlands

Intermediate degree in Hotel Management (March 2004 - May 2006)  
Genting Inti International College, Genting Highlands Malaysia

Diploma in Business Administration (1999 – 2002)  
Punjab Board of Technical Education, Lahore Pakistan

## Professional Experiences

### **Finance Manager**

**(May 2016 – May 2017)**

#### **Hilton Royal Parc Soest, Soestduinen**

Responsible and supervision of day to day control of finance department, including but not limited to the timely delivery of financial statements and reports as per Sox Compliance and controlling all assets of the hotel.

- Responsible for budgeting and forecasting of annual profit, capital, cash and other short-term plans in conjunction with the cluster manager
- Generating reports according to formats set by head office, general manager and owning company on the actual performance compare to budget and/or forecasting with appropriate comments explaining the cause of variances, so that immediate action can be taken to achieve planned or forecast performance
- Compiled and reported the figures to Hilton Worldwide USA as per Sox Compliance
- Reconciling and declaring the monthly VAT to the tax authorities
- Responsible for controlling all assets of the hotel
- Reconciliation and declaration of wage tax and social securities to the tax authorities
- Ensures that accurate bookkeeping is in place and that the revenues and costs are booked in correct period
- Ensures that accruals and provisions are booked accordingly and calculated monthly
- Ensures that over & short, rebate book, cash sales clearance, guest ledger and restaurant guest ledger are reconciled accordingly by night auditors and appropriate actions has taken
- Responsibility of monthly payroll processing and payment
- Producing revenue and cost analyses versus budget, forecast and previous year
- Responsible for reconciliation and checking of accounts before month closing
- Responsible for cash flow management
- Maintaining internal and external contacts

### **Night Auditor**

**(November 2014 – November 2015)**

#### **Win Hotels Amsterdam at Multiple Properties (Temporary Position)**

- Prepared daily revenue reports (generated from rooms, entertainment and other sources)
- Made corrections and adjustments to daily journal transactions
- Running audit reports for the front office system
- Balanced all revenue and settlement accounts
- Provided relief support to front desk officer
- Transmitted credit card batches
- Acted as hotel system liaison after hours

- Preparing and sending out A/R bills to hotel credit clients

**Assistant Financial Controller**

**(May 2012 – June 2014)**

**ICG Specialty Chemicals BV, Utrecht The Netherlands (Chemical Trading Company)**

Managed the accounting department with responsibility for cost accounting, profit planning, forecasting, budgeting and analysis, cash management, tax reporting / filing, monthly financial reporting and consultation that contributed to the attainment of company profit goals. Primary responsibilities included:

- Developed company's book of accounts after joining the company to improve efficiency and accounting procedure like month-end closing and reconciliation activities
- Introduced and developed reporting system as per IFRS standards
- Formulated annual budgets for all business units, conducted variance analysis and implemented corrective actions.
- Ensured timely preparation and presentation of financial/management reports
- Consolidation accounting for all subsidiaries entities (Europe, Middle East and USA) into ICG Holding BV
- Conducted quantitative analyses of financial data to forecast revenue and to identify future trends
- Reconciled balance sheet accounts (cash, intercompany, creditors and debtors etc...)
- Reviewed the bank accounts, checked balances against ledger amounts like assets, liabilities, expenses and revenues
- Fixed asset accounting, reconciliation and depreciation journals
- Prepared prepayments and accruals.
- Filed quarterly VAT returns / dealing with statutory returns.
- Prepared the cash flow statements with a view to monitor inflow and outflow of funds ensuring optimum utilization of available funds to accomplish financial goals.
- FX forecasting and hedging short term and medium term
- Conducted KPI analysis and evaluation of cost and margins.
- Monitored and approved HR transactions and maintained payrolls

**Management Traineeship**

**(October 2009 – July 2010)**

**NH Schiphol Airport Hotel, Hoofddorp**

- Worked in accounting & finance department managing accounts payable
- Managed accurate and timely processing for more than 30,000 invoices on yearly basis from data entry to preparing payment batches
- Handled the tasks of preparing accurate details of monthly suppliers as well as inter-company accounts payable reconciliation statements
- Renegotiated payment terms with several suppliers/vendors from net 30 to 60 days to improve cash flow

- Handled the task of payment inquiries due to extended payment policy worldwide by NH head office
- Responsible for all travel agent commissions via WPS (World Payment System)
- Verified and approved Expense Reports
- Performed month end closing
- Handled the task of generating monthly financial reports

**Accounting Assistant**

**(September 2008 – March 2009)**

**InterContinental Hotel the Barclay New York, New York USA**

- Worked in accounting & finance department managing accounts receivable
- Responsible for wholesale accounts to collect payments by preparing and mailing invoices
- followed-up and kept deadlines to settle account balances
- Prepared aged trial balance reports to monitor due accounts
- Handled the tasks of negotiating due accounts
- Monitored all credit card transactions till payments received from banks
- Responsible for preparing bank reconciliation statements on monthly basis
- Reconciled billing accounts with accounts receivable ledger to ensure that all payments are properly posted and accounted

**Areas of Expertise**

- Experienced in Navision, PeopleSoft, Agresso wholesale – UNIT4, Oracle, Opera, BirchStreet, Protel and ADP
- Strong IT skills, excellent knowledge of Microsoft Office, PowerPoint, Excel, and its applications
- Ability to supervise teams, improve workflow, accuracy and efficiency
- Good communication skills, verbally and in writing
- Communication skills excellent in English and good in Dutch
- Ability to establish good relationship with service providers and vendors
- Self-confident and always motivated towards task completion

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**Hobbies**

- Actively involved in stock exchange, trading in multiple asset classes
- Following daily economic and business-related news
- Reading financial and economic related journals
- Reading accounting, finance and investment related books
- Playing cricket, hockey, badminton and other physical exercises