



Biju Abraham

Director of Finance, BCom, MBA

“My professional experience in Financials across the hospitality industry covers key functional areas/aspects of hotel accounting as well as hotel operations including pre-opening experience.”

“29 years of association within the Hospitality Industry gives me good experience of both Corporate and Hotel Operation, background interacting with the owner owned hotels and other key stakeholders.”

Personal Attributes

- Responsible, organized self-starter, excellent team player & motivator, proactive and performance driven.
- Strong leadership skills, effective communication skills, multi-tasking abilities.
- Ability to tackle high pressure situations with tact and diplomacy and meet deadlines
- Advanced analytical, administrative, and organizational skills. Quick adaptability to work changes
- Systematic, organized, attention to detail, methodical approach, quality error free work, high work standards

Education

- MBA - Middlesex University
- ACCA with ACCA.UK. Under International Stream (Completed 6 Papers)
- Bachelor of Science in Accounting
- Bachelor of Commerce - Mumbai University
- Diploma in Commerce, Bureau of Govt. Exams - Mumbai

29 Years of experience in integrated Finance and Shared Services Advisory and Management

● Director of Finance ● Head of Finance & Shared Services ●

Summary

Finance Director/C-Level investment advisor with an extensive track record of strategic financial planning to assist operations leadership to identify and leverage opportunities for revenue increases and cost savings. Drive change – including systems, standardization, policy implementation, training and development and reporting automation; to propel organizations to maximize their potential and stay competitive within their environment.

Objective

To play a pivotal role in achieving the organization’s goals and objectives by providing management with timely reports and analysis, financial/commercial advice, opportunities to increase revenue/curtail expense, maintain internal controls, knowledge enrichment for dept colleagues. I am motivated to drive forward my career to see it growing in higher capacity in position or by size in a progressive company and materially contribute to the business success of the organization. Furthermore, to widen my professional horizon and take on broader operational responsibility for betterment and progress. My array of skills includes but not limited to:

- | | | |
|---|--|------------------------------|
| - Strategic Financial Planning & Analysis | - Fiscal productivity | - ROI & Feasibility Analysis |
| - P&L Ownership and Management | - Merger & Acquisition and Integration | - Finance Dashboards |
| - Budget, Forecasting & Adhoc Management | - Pre-opening projects | - Audit & Compliance |
| - Organizational Re-engineering | - Shared Services Management | - Multi-year planning |
| | | - F&B management |

Career Progression

Director of Finance

Nov 2019 - present

Queen Elizabeth 2 Hotel | PCFC Investments

(447 rooms full service floating hotel with 8 F&B outlets)
(Unit of PCFC hotels – hospitality division of PCFC Investments)

Financial And Management Accounting Responsibilities

Reporting to: Hotel General Manager, Corporate CEO

- The main responsibilities are managing the accounting records, financial reports and oversee the issuance of SBUs financial reporting.
- To ensure that the books, records, and accounts are maintained accurately and fairly reflect the transactions and administration of the assets of the hotel.
- Ensure general ledger posting are in compliance with uniformed system of accounting for lodging industry.
- Establish a strong cash management control, prepare monthly cash flow forecast, and recommend actions accordingly.
- Ensure all balance sheet accounts are fully reconciled on a monthly basis and discrepancies are immediately identified and corrected.
- Review and approve balance sheet reconciliation on a quarterly basis.

Key Management Competencies

- **Drives business evolution:** establishing robust systems that solidify infrastructure to support scaling operations.
- **Stakeholder Management:** from the Executive Team to Operations with insights into the business operations through comprehensive reporting and recommendations.
- **Accurate forecasting and budgeting:** (revenue, operating, capex) with experience in hotel pre-opening related requirements
- **Corporate as well as hotel operations:** background to deal with owners and hotel brand management, brand related requirements / compliance as per management agreement. Effective communication with hotel / corporate / owners
- **Cost controls, revenue optimization:** financial data analysis, strengthen internal controls / policies.
- **Review, preparation, and evaluation of 5-year plan projection** and pre-opening budget for various hotel projects as well as for other development projects of owner. Preparation of cash flow and balance sheet budgets.
- **Strong hands-on leadership experience,** having managed projects up to **US\$300 million**, extensive experience in implementing procedures and formulating strategy.
- **Preparing and presenting ROI** for capital development projects (for e.g., new outlets, restaurant concepts)
- **Working capital / cash flow / fund management | Activity Based Costing**
- **Familiar with hotel franchise / hotel management agreements & Hotel insurance/medical insurance policies**
- **Familiar with all hotels operating systems (Opera PMS, FMC, Micros, OASys payroll, Sun Systema, Jana, GP)** as well with MS office applications
- **Familiar with all contracts** (renovation, refurbishment, service related, maintenance related, tenancy, procurement, IT, Entertainers, Concessionary, revenue related.)

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- To oversee the Finance and Accounting department in the hotel and ensure its smooth running so that all financial and management reports are accurate and available by their due dates.
- Establish and recommend to management major financial objectives for hotel.
- Direct preparation of annual budgets and monthly forecasts; establish and/or recommend to management major economic objectives and policies for hotel.
- Draft and maintain accurate yearly financial statements, in accordance with International Financial Reporting Standards.
- Generate and discuss with relevant parties' special operation analysis reports with a strategic objective of minimizing the variance: performance versus budget and versus prior year, flow through analysis, outlet menu engineering, profit margin analysis, manning structure, and payroll cost, etc.
- Ensure all capital purchases / disposals are in accordance with policies and procedures and to review all management and depreciation reports.
- Develops SBU finance strategies by contributing financial and accounting information, analysis, and recommendations to strategic direction, establishing functional objectives in line with organizational objectives.
- Prepare a 5-year capital budget plan and 5-year operation projections.
- Prepare and present return on investment evaluation for capital development projects when needed.
- Maximizes return on invested funds by identifying investment opportunities, maintaining relationships with asset management.

Communication And Relationship

- Establish a professional and strong relationship with owner and asset managers.
- Report monthly to corporate and asset management group on the property financial performance.
- Work closely with the General Manager and Executive committee of the property and act as a business advisor and risk advocate.
- Work closely with regional team and corporate on any specific requirement.
- To maintain close communication with third parties such as the public auditors, external auditors, business partners and local authorities.
- Provide training in hotels to enhance the financial skills of the Management Team as a whole.
- Work on special assignment set by corporate team and meet specific deadline set by the group.
- Manage the coordination with the finance shared service based on agreed SLA. (Applicable in a shared service environment.)

Risk, Audit and Compliance Responsibilities

- Ensure compliance with company finance directives and delegation of authority.
- Ensure that the company complies with all legal and local regulatory requirements
- Coordinate with Internal Audit on compliance according to company financial policies, governance, risks and fraud.
- Coordinate with government authorities for tax compliance.

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Advisory and Management**

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- Monitor any legal issues involving the property and report to owner and corporate office accordingly.
- To devise and maintain a system of internal accounting control sufficient to ensure that transactions are executed in accordance with management's general and specific authorization and in compliance with generally accepted accounting principles and specific country legislation.
- Liaise with company treasury and corporate finance on cashflow, finance policies, reports, audits and insurance matters.
- Contribute to company finance policy drafting, implementation and ensure compliance within the Area.
- Conduct monthly performance reviews with HODs and establish a combined action plan.
- To regularly organise credit meetings with the participation of the General Manager and all concerned Heads of Department where all debtors' balances are analyzed.

Financial Controller

Feb 2011 – Oct 2019

Al Forsan International Sports Resort | Al Forsan Holding LLC

(Al Forsan International Sports Resort allows you to experience everything from shooting, equestrian, and motorsports to paintball, wakeboarding, and waterskiing – all under one roof. Ownership includes Al Forsan Marriot Hotel-400 Hotel, The Alforsan also developed Al Forsan Village Housing Development which consists of 500 Villas, A Commercial Complex with apartments, and a District Cooling.)

Key Achievements

Successfully carried out the pre-opening of Al Forsan Sports International and Al Forsan Marriot Hotel. Completing yearly internal audit of Al Forsan Marriot and prepared the audit report on the asset management review covering the financial statements and operating areas for the first two quarters 2009 giving recommendation on the findings contributing to the improvement of internal controls and cost savings through various analytical reports (purchasing, services contracts, payroll, accounts receivable, review of balance sheet accounts, FFE review, Profit and Loss expense of departments, hotel policies).

Functional responsibilities, jobs executed, areas covered:

- Ensure accurate and timely financial reporting of all expenses and revenues of the Resort
- Responsible for preparing and reviewing Resort budget as well as audit tax reports
- Establish control over all liabilities and ensure compliance with State, Federal and other regulatory agencies
- Perform responsibilities of recommending, monitoring, and implementing cost savings and revenue saving decisions
- Monitor and ensure that all balance sheet accounts are properly analyzed
- Handle the tasks of preparing and reviewing daily, weekly, and monthly reports in accordance with reporting calendar.
- Ensure that the financial transactions are in accordance with accepted accounting principles
- Handle other related tasks as assigned by supervisors/managers
- Managing the duties and responsibilities of the accounting team to ensure that all job functions are performed effectively and in accordance with company's policies and procedures Set up and maintain a system of internal controls and checks, which will provide the most effective control of the assets and revenues of the Resort.
- Review and analyzed the pre-opening budgets of hotels of the group companies and submitted my recommendations for necessary revision in achieving better profitability. Prepared the forecast and five-year projections for both properties.
- Successfully completed the review of the balance sheet reconciliation of Al Forsan Marriot Hotel and submitted the report to Owing company with observations and recommendations.
- Ensure compliance with company finance directives and delegation of authority.

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- Ensure that the company complies with all legal and local regulatory requirements
- Coordinate with Internal Audit on compliance according to company financial policies, governance, risks and fraud.
- Comply with the company's ethic code of conduct and report any variation.
- Coordinate with government authorities for tax compliance.
- Monitor any legal issues involving the property and report to owner and corporate office accordingly.
- To devise and maintain a system of internal accounting control sufficient to ensure that transactions are executed in accordance with management's general and specific authorization and in compliance with generally accepted accounting principles and specific country legislation.
- Maintain relations with external auditors and investigate their findings and recommendations.
- To review and certify any hotel internal or external financial reporting before distribution.
- Mitigate any key risk on the asset and the company IP in general.
- Liaise with company treasury and corporate finance on cashflow, finance policies, reports, audits and insurance matters.
- Contribute to company finance policy drafting, implementation and ensure compliance within the Area.
- Conduct monthly performance reviews with HODs and establish a combined action plan.
- To regularly organise credit meetings with the participation of the General Manager and all concerned Heads of Department where all debtors' balances are analyzed.

Financial Controller

Feb 2008 – Oct 2011

Byblos Hotel Management LLC

(Byblos was consisting of 3 Hotel properties in Abu Dhabi including 1 under construction)

Financial Controller

Sep 2006 – May 2008

JA Resorts & Hotels (Owned by Dutco)

Al Sahara Resort (Under the license of Dubai Heritage Vision LLC and owned by Dutco Properties)

Asst. Financial Controller

Oct 2002 – Sep 2006

The Chedi Muscat | Luxury Resort

(First listed shareholders property in Oman owned by HMCI and managed by GHM.Singapore a part of Aman Resorts, Luxury Collection)

Chief Accountant

Sep 2000 – Oct 2002

Versailles Hotel Dubai | Holiday Beach Club Ajman

(Beach club is consisting of 2Restaurant, 5Night Clubs, 2Bars & a pub)
(Owned Holiday International Group)

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Chief Accountant

Aug 1997 – Aug 2000

Holiday Inn. Resort (Presently known as Radisson SAS)

(Four-star deluxe Property consisting of 302 Rooms, 5 F&B Outlets and 2 Banquet hall).

Cost Controller

Mar 1995 – Jul 1997

Sheraton Oman

(Five-star deluxe Property consisting of 270 Rooms, 4 F&B Outlets and 2 Banquet hall).

Asst. Chief Accountant/Cost Controller

May 1993 – Feb 1995

Al-Khaleej Hotel. Dubai.

Accounts & Audit Assistant

May 1997 – Jun 1990

B.K. Rai & Associates. Bombay

Personal Details:

Nationality : Indian

Marital status : Married, two children

Languages : English, Hindi, Malayalam, Tamil,

Driving License : Holding a valid UAE / Oman Visa status: Residence

Visa Status : UAE, Employment

Contact Info:

Address : Mankhool Dubai | Tourist Club Abu Dhabi

Telephone : +97150-6576932

Email Address : biju_thop@hotmail.com

References: will be furnished on request

I trust the above would meet your requirements for considering my candidature favorably. I am confident that my experience, attributes and skills will add value to your organization.

Biju Abraham