



NAVEED ABBAS

Sharjah - United Arab Emirates

+971 50 872 2761

sinyari@gmail.com

Results-driven **Hotel & Accounts Manager** with 20 years of experience in hospitality operations, financial management, and guest satisfaction. Strong leadership skills with a proven ability to enhance efficiency, control costs, and improve overall guest experiences. Strong leadership skills with a proven ability to enhance efficiency, control costs, and improve overall guest experiences. Demonstrated career progression within the same hotel, showcasing consistency, dedication, and a deep understanding of the industry.

PROFESSIONAL EXPERIENCE

Wazir Khabana Restaurant
Hotel & Accounts Manager

Islamabad, Pakistan
2007 – 2023

- Managed overall hotel operations, accounts and financial management.
- Supervised a team of employees, ensuring optimal service quality and operational efficiency.
- Handled cash counter duties, maintained financial records and controlled expenses.
- Implemented strategies to enhance customer satisfaction and business profitability.

Assistant Manager & Cashier

- Assisted in managing overall hotel operations, ensuring efficiency and customer satisfaction.
- Supervised accounts, billing & invoices along with handling guest logistics.
- Monitored daily financial transactions and helped in expense control to optimize revenue.
- Implemented staff training programs to improve service quality and team efficiency.
- Managed cash transactions efficiently, ensuring accuracy in payment processing and register balancing.

Tehreem International
Office Supervisor & Accountant

Islamabad, Pakistan
2003 – 2005

- Managed daily office operations, ensuring smooth workflow and administrative efficiency.
- Handled accounting responsibilities, including maintaining financial records and processing transactions.

EDUCATION

InterCollege of Cyprus

Bachelor of Business Administration

Larnaca, Cyprus

2007- (In-Progress)

Diploma-I & II Computer Science

Professional Computer Hardware/STIC, SPR Holding/Vital
Systems International

Islamabad, Pakistan

2001-2002

CORE SKILLS & EXPERTISE

- Hotel Operations Management
- Office Management & Administration
- Cash Handling & Payment Processing
- Accounting & Cost Control
- Guest Relations & Customer Service
- Hands-on experience in driving

Valid Driving licence & applied in UAE

PERSONAL INFORMATION

D.O.B: 10 04 1983

Marital Status: Married

Gender: Male

Nationality: Pakistan

Visa Type: Family

Passport Number: AT 1013532

Languages:

English, Urdu, Hindi, Punjabi