
Night Auditor Resume

Job Objective

Looking for employment with company searching for an experienced Night Auditor.

Summary of Qualifications:

- Remarkable experience with automated property management system
 - Solid knowledge of computer accounting programs
 - Sound ability to maintain friendly and positive manner with guests and associates
 - Superior math skills and excellent budget analysis skills
 - Great attention to detail, speed and accuracy
 - Excellent communication skills, both verbal and written
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Work Experience:

Night Auditor, August 2005 – Present
HEI Hotels and Resorts, Edison, NJ

- Audited service journals and prepared Revenue Reports.
- Managed audit reports.
- Ensured to administer corrections and adjustments.
- Computed information and prepared reports on Guest and Restaurant Ledger.
- Handled revenue accounts and maintained files.
- Ensured to comply with standard procedures and policies.

Night Auditor, May 2000 – July 2005
Huntington Hotel Group, Edison, NJ

- Prepared Night Audit procedures.
 - Interacted with the guest in a warm, friendly and courteous manner.
 - Maintained and promoted Guest Hospitality.
 - Assisted Front Desk Associates with Guest problems and complaints.
 - Provided leadership in coordinating and facilitating regular department meetings.
 - Ensured that necessary desk information was submitted to shift manager.
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Education:

Bachelor's Degree in Finance, Lee College, Baytown, TX

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