Avil

[Avil.269223@2freemail.com](mailto:Avil.269223@2freemail.com)

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| **Career Objective** |

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| To build a long - term career in Accounatant,Customer Support Representative Logistics, Shipping, Administration Coordination Where House Incharge and Operations that offers professional growth and continuous learning opportunities.. |

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| PROFESSIONAL EXPERIENCE |

**1) Accountant cum Customer Support Representative (C.S.R) (Oct 2014 To Till Date)**

**Eagle Line Transport LLC, AL Quasis Dubai**

**Job Responsibilities:**

* Acquire and consolidate freight data from several sources
* Use analytical techniques to identify, recommend, develop, implement and document improvement activities for managing transportation and payments
* Ensure proper allocation of costs and overall accuracy of general ledger for freight expense
* Act as the point of contact for internal and external requests regarding freight payment,
* Prepare Monthly reconciliations
* Prepare journal entries and heavily involved in freight month end close.
* Assist with other projects, accounting, and reporting needs.
* Experience in processing complex transactions and performing extensive research to resolve complex customer inquiries
* Ability to interact effectively with internal and external partners and clients/customers
* Responds to customer inquiries and problems by providing timely and accurate information or directing inquiries to supervisor
* Enters data with an error of 1% or less for notation of transportation type, pickup times, appointment times, addresses, and other information as outlined in operations and procedures manuals
* Documents trip authorization according to the procedures.
* Remains knowledgeable of all policies and procedure changes
* The position requires full time attendance.

**2) Accountant cum Customer Support Representative (C.S.R) (Oct 2012 To Oct 2014)**

**Truck Zone Line Transport LLC, AL Quasis Dubai**

**Job Responsibilities:**

* Preparing Purchase order, purchase entry.
* Preparing Payroll and handling Wages Register.
* Account and bank reconciliation.
* Duties of Accounts Payables & Receivables
* Handling of vouchers (invoice, journal voucher, payment, petty cash, bank cheques, etc)
* Provides schedule, routing, transfer and current fare information to clients/customers
* Accepts payment.  Provides accurate change or charge document.  Follow proper cash handling procedures.
* Follows core standards with all clients/customers
* Tracks freight volume of clients/customers
* Maintains and builds effective relationships with customers.
* The position requires full time attendance.
* Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives.
* Maintaining accurate administrative records And reports.
* Being the first point of contact for all drivers.
* Identifying operational issues, potential problems and opportunities.
* Customer support

**3)Accounts Executive Cum Where house In charge**

**Bharati Shipyard Ltd** Mangalore, India **(May 2010 to April 2012)**

**Job Responsibilities:**

* Duties of Accounts Payables & Receivables.
* Administration interaction with management, staff and workers.
* Handling of vouchers (invoice, journal voucher, payment, petty cash, bank checks, etc.)
* Trading Account, Profit & loss Account.
* Preparing a Balance Sheet
* Managing Bank Statements and giving updates on the same to the Top management.

**4) Customer Support Representative (C.S.R)**

**Andromeda Marketing Pvt.** Ltd, Bangalore, India (September 2007 to April 2009)

**Job Responsibilities:**

* Monitor and respond to client inquiries and support requests via phone & email
* Maintain detailed documentation of client interactions
* Retain the client those who want to cancel the Service

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| EDUCATION |

* B.Com | Computer Application | Alva’s Education foundation, Moodbidri | Mangalore-

University| 2007

* P.U.C | Commerce | Pompie PU College, Mangalore | Mangalore University| 2004

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| CAPABILITIES |

* Confident and poised in completing interactions with individuals at all levels of the organization.
* Hardworking, punctual and disciplined, with an urge of learning in life and abilities to do multi-tasking effectively
* Quick learner with adaptability and team leader qualities.
* Good trainers who can train and monitor subordinate staff efficiently.

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| COMPUTER SKILLS |

* Course in ‘Diploma in Business Computing’.
* Knowledge of MS Word, Tally 7.2, Tally 9.2, MS Excel, Power Point, Internet Browsing
* Quick Book
* Known Languages: English, Hindi, Kannada

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| PERSONEL DETAILS | | | |
| Nationality: | Indian | |
| Date of birth: | 24th May 1987 | |
| Marital Status: | Single |
| Visa Status: | Employment (Transferable) | |

**I Hereby declare that the above – furnished details are true with Proven records**