**Professional Experience**

Total 17+ years of professional experience in various fields like Accounts, Administration, Computers & Air Cargo field, I would like to have a challenging role in a prestigious organization.

##### Educational Qualifications

**Diploma in IATA/FIATA/Cargo introductory course**

P.G Diploma in Computer Applications & Software Engineering, CIICP, Govt. Polytechnic, Valapad, Thrissur, Kerala –[1993- 1995]

**Bachelor of Science (Mathematics), Calicut University.**  **- [1987-90]**

Professional Experience

**GSA Iran Aseman Airlines (SAMA TRAVEL)( From Jan-2013 till Date)**

**Position: SENIOR ACCOUNTS OFFICER**

**Job Profile**

Reconciliation of Accounts payables with Dnata, DCA, GCCA and other related offices on behalf of Iran Aseman Airlines.

Reconciliation of Accounts Receivables with Other Travel Agencies.

**Emirates Revenue Accounts (Postal Mail)(Jan-2009 –Dec-2012)**

**Position: Accounts Asst.**

Batch Header & Details capture (for Each av7), batch balancing

Various Reports to ensure quality Data capture

Printing of Mail Invoices, and all its supporting reports

Making Covering memo per station

Dispatch monthly invoices to Ek dispatch team for final dispatch to respective stations

**Emirates Sky Cargo (July-2008-Dec 2008)**

**Position: Auditing cargo System**

**Job Profile**

To prepare and verify cargo documentation and process the input of cargo related data into the appropriate computer data banks or the cargo reservations and tracking system (SITA FAST IV) for the Dubai Hub to ensure that information in the system is current and facilitates the compilation and dissemination of accurate customer service, revenue accounting, operational planning and cargo flight documentation.

To compile cargo information and statistics from diverse sources and disseminate in the required formats within given deadlines to facilitate the communication of information for the operation and management of the business.

**Emirates Revenue Accounts (Cargo Flown)**

**Position: Rapid Operator (Cargo Flown) [January 2004 –June 2008]**

**Job Profile**

This Department is responsible for calculating the Flown Cargo Revenue for the Emirates Airline. As the first step entering the data from AWBs received from different stations of emirates, accurately with in the stipulated time frame. Clearing the system exceptions & Ensure that the rates are picked up by the system, as per special filed rate or TACT rates.

**ORGANISATION: Emirates Revenue Accounts (Imaging)**

**Position: Documentation Clerk [November 2002- December 2003]**

**Job Profile**

Creating Batch headers on the system for the flown passengers & send the coupons for scanning by separating Own & OAL coupons. After Imaging the coupon numbers which cannot be correctly read by scanner has to be entered correctly through the keyboard by looking on to the image.

**Tutors Computer Training Center [June-2002 –Nov 2002]**

**Position: Asst. Administrative Manager/Senior Faculty**

**Job Profile**

Handling Day to Day activities of the Office, Planning new Courses & Scheduling batches, Planning the marketing strategies & Ads, Handling the Classes

**East Coast Rent A Car**

**Position: Office Administrator cum Data Entry Operator**

**Job Profile**

Assisting in handling computerized accounts of East Coast Rent A Car & other Secretarial administrative works in the office.

**BITS Computer Institute, Dubai, UAE [May 1998 to February 2001]**

###### Position: Technical Executive & Administrative Officer

**Job Profile**

Managing the administration section and giving instruction for the course counselors & Handling the office works. Scheduling the batches arranging the syllabus. Arrange with faculties to give Training for Various courses, like Oracle, VB, Office Packages and Web Designing etc.

**Chaithanya Computer Center, Thrissur, Kerala; Jun-97 to May-98**

##### Position: Administrator / Senior Faculty

**Environment**

Managing other junior staff and divide the classes among them. Schedule the batches and make proper counseling for the students. Gave training for advanced classes.

###### Job Profile

* The job responsibilities include training students for various courses.
* Counseling With Students and put them for appropriate courses.
* Making Various Projects for the Institute.
* Scheduling the batches and their timing and Managing other junior faculties and Lab Assistants.

**ORGANISATION: M/s Sigma Institute of Engineering Technology, Thrissur, Kerala; Jun-95 to May-97**

##### Position: Programmer / Faculty

**Environment**

Turbo C on MS- DOS, Foxpro 2.5 on Windows 3.1

**Job Profile**

* The job responsibilities include training students for various courses, scheduling batches and their timings.
* Counseling With Students and put them for appropriate courses.

**ORGANISATION: Quadrant Consultancy Services [Bombay, India]**

##### Position: Office Assistant

**Environment**: A consultancy company for supporting the secretarial works of different companies without setting up their own secretarial staff or office.

Responsibilities: included Letter drafting, Faxing, Sending telex, correspondence etc.

 IT Skills

Operating system – Windows, Unix,

MS OFFICE- (Word, Excel & Power Point)

Data Base: Oracle, Access, Dbase, FoxPro

Languages: C, C++, Java, Visual Basic, Developer 2000

**Personal Profile**

**Sex -Female**

**Nationality -Indian**

**Date of Birth -19th May, 1970**

**Marital Status -Married**

**Languages Known -English, Hindi & Malayalam**

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