**Vimal**

[**Vimal.331258@2freemail.com**](mailto:Vimal.331258@2freemail.com)

**Objective**

I am a result oriented and self-motivated resource with expertise in Accounts & Marketing. I am in the lookout for a new profile in my career that would provide me a better responsible position in the areas of Marketing & Public Relation.

**Professional / Academic Qualifications:**

**2013: Master of Business Administration (MBA) in Marketing & IT**

From Mahatma Gandhi University, India with Aggregate of 62%

**2010: Bachelor of Commerce (B.Com)**

From Mahatma Gandhi University, India with Aggregate of 52%

**Professional Experience Summary:**

**Abu Dhabi, UAE Jul 2016 -Till Date**

Designation: Travel Consultant cum Accountant

*Key Responsibilitiess*

* Book transportation, make hotel reservations and collect payment/fees
* Deal with occurring travel problems, complaints or refunds
* Specialized in coordinating and booking travel arrangements for individuals, groups and corporate.
* Maintain statistical and financial records.
* Dealing with cash deposits to airlines account and cash transfer to all branches.
* Booking and issuing tickets using Galileo software by Travel Port.
* Data entry to SISTRIX and maintain client files.
* Assist Senior Accountant with payroll system and payroll related items
* Use promotional techniques and prepare promotional materials to sell itinerary tour packages.
* Providing advice about visas or passports.
* Reconcile the monthly sales of all branches with SYSTRX report and excel report.
* Prepare DSR (Daily System Report) for all payments and receipts.

**Mahalakshmi Silks, Kerala, India Feb 2016 – Jun 2016**

Designation: Asst. Administrative

*Key Responsibilities*

* Entering E-Declaration in Form 8F and mail to the transporter who delivers the consignment.
* Maintain Purchase Order Processing system.
* Manage employee credit card applications and charges.
* Effectively manage and barcode inventories in the system.
* Generating Leads for company, following up with Leads, Customer Demonstrations of Online Marketing, Converting Leads into Orders.
* Online Marketing Services & other Producer Organizations.
* Preparing Product Catalogue, taking Product Pictures, Writing Descriptions,
* Editing Pictures in Photoshop, Uploading Product Catalogue to Websites etc.
* Handling Trade enquiries, Order Fulfillment, Logistics, Payments.
* Meet the expenses for the production of marketing materials including Leaflets, weekly magazines, Subscriptions, Name boards, Hoardings, and DVDs

**Noel Villas and Apartments, Kerala, India Jul 2014 - Jan 2016**

Designation: Marketing & Administrative Executive

*Key Responsibilities*

* Maintain and develop good relationship with customers through personal contacts or meetings or via telephone etc.
* Analyzing latest marketing trends and tracking competitor’s activities and providing valuable inputs for fine tuning sales and marketing strategies initiating market development efforts.
* Prepare Sales report.(enquiry, rate, type)
* Conducted promotional activities such as property shows, meetings and discussions with clients inside and abroad.
* Deal with advertising activities such as paper ads, pop ups, mailing, messaging.
* Negotiate contracts with various providers and producers to manage marketing deliverables
* Review Marketing Budgets and contribute to managing financial aspects of marketing tasks within given budgets.
* Ensure Labour safety, welfare, and health program for labours.
* Send Statement of Accounts/ Outstanding statements to all customers/sales producers every month end and follow up for payments.

**Shalom Microfinance, Kerala, India Jul 2010 - Jun 2011**

Designation: Accountant cum Asst.Administrative

*Key Responsibilities*

* Prepare Journal and Ledger operations
* Handling Manual and computerized accounting.
* Control on over all accounting and financial matters.
* Preparation of year end schedules and accounts for audit.
* Reconciliation of bank HO branches debit, credit and stock.
* Handling all kinds of bank transaction.
* Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).
* Prepare monthly balance sheet schedules.
* Assist with preparation and coordination of audit process.

**Software Skills**

* MS-Office (Word, Excel, PowerPoint)
* Tally ERP9
* ENGRAV Data Entry
* SYSTRIX for IATA
* Galileo

**Personal Information:**

Date of Birth : 10.09.1988

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known : English, Malayalam, Hindi

**References**

References can be furnished upon request.