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| **Mr. Shakib**To interview Shakib, send your company name, vacancy details with CV Reference No 1992924 to cvcontacts@gulfjobseekers.com |



**CURRICULAM VITAE**

**Carrier Objective**

My professional objective is to obtain a position in which I can utilize my extensive experience in accounting as a whole and aviation accounting in specific to not only benefit my personal and professional development, but also the growth and success of the organization. My personal and professional experience will assist me maintain a motivated the environment through the team**,** and I have a ability to lead a team and accept any given task with reliability and confidence.

**Education**

Bachelor of Commerce

Bihar, India

B.R.A.B.University, Muzaffarpur

Major: Accounting; Minor: Management

Graduated: 2007

**Certificates & Courses**

Diploma in computer application (DCA) – Bihar 2005

Completed Master Accountant (ICA) - New Delhi 2006

**Key Skills**

**Communication and teamwork**

Able to communicate effectively in a professional business manner and as a member of team. Strong written and verbal communication skills acquired through study and work.

**Ability to meet deadline**

Ability to manage multiple tasks in pressurized environment

**Technical skills**

Strong technical proficiency in Oracle based etravel2000, Excel accounting soft. Tally ERP (9.0 & 7.2) and Microsoft office 2010 & 2007.

**Language skills**

Hindi: Mother tongue

Fluent in spoken and written English and Urdu but Arabic language spoken and written as a beginner.

**Work Experience**

Total Experience: 8.7 Years (5.10 yrs exp. In IATA Travel industry and 2.9 yrs exp. In Gen. Accounting)

**Work Profile** My work BSP Billing Report, Refund application process through BSP link, ADM, ACM and prepare client report, franchise report fortnight wise and daily basic reconcile issuing tickets through BSP link.

**Dec 2014 – Present**

**Accountant**

**Jan 2014 – Nov 2014**

**Accountant**

**F.K Tour & Travels (Delhi, India)**

**Nov 2010 – Dec 2013**

**Accountant**

**V.K Travels & Tours (Delhi, India)**

**Job Description**

**Sales closing**

1. Daily sales of tickets received from BSP and reconcile by automated transferring reservation system in back office through CRS like that Amadeus, Sabre, Galileo & Abacus.
2. Daily sales closing for tickets, Hotel, Xo – issuing invoices.
3. Daily passing JV’s issuing cash receipt & Cash payment voucher.
4. Issuing cheque for supplier & BSP and passing JV’s
5. Checking un-posted tickets & follow with booking clerk (BC) staff on daily basic.
6. AR/AP matching of all corporate client & sub agents
7. Prepare outstanding statement of corporate client and sub agents.
8. Prepared invoice, refund and statement of corporate client, sub agents and walking client.

**Refund**

1. Checking & issuing refund registers.
2. Refund closing, making reconcile & matching refund report invoice on track with BSP daily sales report through BSP link.
3. Issue all international & domestic Refund (RA) through BSP link & following with airlines to approval on it.

**ADM/ACM**

1. Register & follow-up with the booking clerk sales staff and handle dispute with airlines & suppliers if needed.
2. Passing JV’s sub agents and booking clerk if needed.
3. Closing and issuing invoices.
4. Reconcile ADM/ACM with BSP daily sales report through BSP link.

**Jul 2009 – Oct 2010**

**Accountant**

**Sea Lord Insulation (Mumbai, India)**

**Jan 2008 – Jun 2009**

**Account Executive**

**Glacier Aircon Pvt. Ltd. (Delhi, India)**

**Job description**

1. Process all types of voucher Entry including (Accounts with Inventory)
2. Supplier Accounting, Supplier Payments, Reconciliation and documentation.
3. Debtors accounting, follow up with client and reconcile.
4. Day to day accounting entries using tally.
5. Preparation of Bank Reconciliation.
6. Preparation of Balance Sheet.
7. Preparation of TDS / Vat / Service Tax Chelan and depositing to Bank.
8. Filing Quarterly TDS Returns.
9. Assisting in generation of Reports.
10. Scrutiny of Vendors Ledge.
11. Handling Inter Company Accounting.

**Personal Information**

Date of Birth : 10th Aug 1985

Nationality : Indian

Marital Status : Married0020

Language Known : English, Hindi & Urdu

Hobbies : Making friend, Reading Islamic books & Playing Cricket

**Declaration**

I hereby declare that above mentioned information are completed and true to the best of my knowledge and belief.

Date:……………..

Place (Saudi Arabia) (Md Shakib )

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