**BIO-DATA**

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# SUJEESH

# SUJEESH.343287@2freemail.com

**Professional Objective**

A technically sound analytical and dynamic professional offering **9 years** expertise in **Travel & Tours , Electronics and Other Industries – Accounts Officer**. My last job description was **Internal Auditor –** South India **in Akbar Travels of India Pvt. Ltd., from January 2015 to January 2017**.Seeking an increasingly responsible position with an opportunity for professional challenge and growth, where experience and expertise can be leveraged in steering the organization’s goals and objectives.

 ***Core Skills***

*Versatile in Travel & Tour industry Accounts.*

*Excellent in* ***SAP*** *(Finance Module)*

*Excellent in* ***IBOSS*** *(Travel Pack)*

***Tally, Peachtree & QuickBooks***

***MS Excel & MS Word***

*Preparation of MIS report.*

*Accounting up to finalization.*

***IT Skills***

*Operating System: Windows XP / Vista/ Windows 7*

*Office Suite: Microsoft Office*

 ***Career Snapshot***

***Akbar Travels of India (P). Ltd.***

***Accountant & Internal Auditor***

***Western International LLC Dubai.***

***Accounts Officer***

**Duties and Responsibilities**

Manage and direct all daily work to ensure that the work is accomplished efficiently.
• Preparation of monthly MIS reports.

**.**Handling service tax and Returns
• Manage all budgets and develop plans & policies.

• Versatile in IATA payment system BSP (Billing and Settlement Plan).

•BSP Accounts &Its Reconciliation

• Preparation of incentive statement and related works.
• Manage all receivables and payments.
• Maintenance of General Ledger, Petty Cash and subsidiary books, Debtors ledger, Creditors, Cash book and Bank book including Bank reconciliation.
• Assist other department personnel to work efficiently and productively.

**Educational Qualification**

**Academic Record:-**

 : **B.Com (**Calicut University)

 **: +2 (**Board of secondary examination Ed.Govt Kerala

 **: SSLC** (Board of secondary examination Ed.Govt Kerala)

**Computer Knowledge**:-

 **:** **DCAP** (Diploma in Computerized Accounting Practice),

 **:** M.S Office, Tally, Peachtree, QuickBooks, iBoss& SAP (Fin)

**Work Experience**

# Lakhotia Computer Centre – LCC Vadakara

Period : From Jan 2007 to June 2007

Line of activity : Faculty for Financial Accounting & Accounting software’s.

Designation : Instructor.

LCC - Lakhotia Computer Centre, a division of LCC InfoTech Ltd. began its operations in 1985. LCC is amongst the top three organizations in the field of Information Technology & Computerized Accounting training in Asia. LCCs courses are taught in 4 countries and accepted worldwide.

# Benzy Food & Beverages Pvt. Ltd. Mumbai (Akbar Group)

Period : From Jun 2007 to Dec 2007

Line of activity : Computerized Accounting

Designation : Accounts Executive

Benzy Food & Beverages Pvt. Ltd. is the manufactures & Distributers of ‘Benco Coconut Oil’. It brings the goodness and purity of coconut oil from God's own country. It is a trusted brand name that is synonymous with purity.  This product has received the AGMARK approval from Ministry of Agriculture, Government of India.  The Company has also obtained ISO 9001-2000 certification for its management and manufacturing process.

# Akbar Travels of India Car Rental Services Visakapatnam (Akbar Group)

Period : From Dec 2007 to Apr 2010

Line of activity : Branch Accounts in Tally up to finalization.

Designation : Accounts Executive.

Akbar Car Rental service offers a fleet of 700 modern cars from 12 major Airports in India.  Cars are offered at most economic rates and the service is available for airport pick-up, drop and for use in the city and also for long trips. There is a wide choice of cars available to fit all budgets.

# Akbar Travels of India (P). Ltd. Vadakara (Akbar Group)

Period : From Apr 2010 to Dec 2010

Line of activity : Branch Accounts in iboss up to finalization.

Designation : Chief Accountant.

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| Akbar Travels of India is the largest Travel Agent in India in terms of IATA approved Branches, staff strength and business turnover. Currently, there are 55 IATA and 25 non- IATA Branches all over India serving our customers. The growth from humble beginnings as a small travel agency specializing in Gulf-bound traffic to a well diversified agency providing the entire gamut of travel services was indeed spectacular.  There are Akbar Travels of India branch offices in all major cities in India. Akbar Travels is the largest issuer of air tickets in south East Asia according to IATA statistics. |
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| In addition to being the top productive agent in terms of domestic and international air tickets, Akbar Travels have also spread their wings in other areas of travel related services. |

# Western International LLC Dubai

Period : From Dec 2010 to Dec 2013

Line of activity : Accounts Receivable in Corporate Office Worked in SAP.

Designation : Accounts Receivables Head.

Western International Group is a multifaceted holding group comprising several verticals and businesses that spread over more than half the world. WIG owns and Manages several brands of repute across several industries and have been, in a span of 28 years, able to build a strong presence in the market.

The Group is a diversified business conglomerate, which owns and manages several reputed brands under their belt like GEEPAS (Electronics Products), ROYALFORD (Household Products), YOUNGLIFE (Garments & Innerwear), PARAJOHN (Luggage and travel accessories), NESTO (Retail Chain with several Hypermarkets and Department stores in the region), SHOEPOINT(Footwear Retailer) and BRANDZONE (Fashion and Household Retailer)

# Akbar Travels of India (P). Ltd. Vadakara (Akbar Group)

Period : From Feb 2014 to Jan 2015

Line of activity : Branch Accounts in iboss up to finalization.

Designation : Chief Accountant.

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| Akbar Travels of India is the largest Travel Agent in India in terms of IATA approved Branches, staff strength and business turnover. Currently, there are 55 IATA and 25 non- IATA Branches all over India serving our customers. The growth from humble beginnings as a small travel agency specializing in Gulf-bound traffic to a well diversified agency providing the entire gamut of travel services was indeed spectacular.  There are Akbar Travels of India branch offices in all major cities in India. Akbar Travels is the largest issuer of air tickets in south East Asia according to IATA statistics. |
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| In addition to being the top productive agent in terms of domestic and international air tickets, Akbar Travels have also spread their wings in other areas of travel related services. |

# Akbar Travels of India (P). Ltd. (Akbar Group)

Period : From Jan 2015 to Jan 2017

Line of activity : Internal Auditing Responsibility of South Indian Branches.

Designation : Internal Auditor.

**Job Description and Responsibilities**

Perform and control the full audit cycle including risk management and control management over operations effectiveness, financial reliability and compliance with all applicable directives and regulations. Determine Internal Audit scope and develop annual plans for the organization.

Obtain, analyse and evaluate accounting documents, previous reports, data, flowcharts etc. and Identify loopholes and recommend risk aversion measures and cost savings.

Prepare and present reports that reflect audit’s reports and document process and prepare audit findings memorandum.

Act as an objective source of independent advice to ensure validity, legality and goal achievements. And also engage to continuous knowledge development regarding sector’s rules, regulations, best practices, tools, techniques and performance standard of the organization.

**Personal Information**

Date of birth : 20th December 1984

Marital Status : Married

Nationality : Indian

Religion : Hindu

**I Sujeesh.** hereby declare that the above mentioned information are true and correct to the best of my knowledge. I am confident of myself and if selected, I will work with my level best to the fullest satisfaction of the Management and success of the Company.