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| wahab dar12 |  | Objective Seeking a challenging position in an organization that offers professional growth and an opportunity to contribute to its mission. | | |
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|  |  | Work Experience **HI WINGS TRAVEL & TOURS**  **Cashier/Assistant Accountant** (2015 to 2017)  **Responsibility Outline**  **Reporting To Management**   1. Agent’s Production Report, 2. Receivable Reports (Corporate Accounts) 3. Expenses Report, 4. Daily Activity Report (Cashier)   **Cashier:**   1. Receive payments by cash, cheques, credit cards. 2. Issue receipts, refunds, credit note. 3. Calculate total Cash received during a time period, and reconcile this with DSR. 4. Reporting all cash, credit card and bank transfer transactions in Etravel. 5. Prepare cash deposit slip according to the DSR and handover to Driver to deposit into bank. 6. Pass DCP and send DSR & Cash book details with Deposit Slip to concern persons.   **Accounts Receivable (Corporate Accounts):**   1. Investigates credit standing of new customers, recommends term of payment, and follow up on collection of accounts. 2. Responsible for the accounts receivable activities involving tracing sources of error, correcting billing records, processing final billings, reconciling errors, accuracy of charges on customer’s bills, managing collation of accounts due. 3. Maintains accounts receivable ledger and adjustment of customer claims. 4. Manages accounts receivable records, including claims and overdue invoices. 5. Manage and monitor all accounts receivable activities and recommend alternative methods to improve credit collections. 6. Prepare and issuance of statements and other accounts receivable reports according to established procedures. 7. Optimize accounts receivable activity for customer service. 8. Prepare and review reports as required by immediate Manager (Aging Reports). 9. Promote and sustain a constructive, supportive and friendly working relationship with all customers, external and internal, immediate and senior management and other work colleague. 10. Ensure regular follow up of payments and customer visits. (Corporate accounts only). 11. Dealing with corporate account’s queries promptly and in confidence. 12. Ensure that receipts are properly matched/allocated on daily basis. 13. Visits big corporate accounts to investigate credit and collection matters and to develop good relationships between customer and company.   **General Work:**   * 1. Follow up with counter staff for reporting of BSP/Non BSP tickets, Holidays Cost sheets.   2. Every month I deliver SOA & invoices and collect cheques from those corporate accounts which are very close to our Branch.   3. Arrange deriver for cheque/cash collections from corporate account and delivery of invoices and follow up with him to ensure that he has collected the cheques and delivered the invoices.   4. Work on Emails (Reply to corporate Accounts, HO etc)   5. Arrange driver for cheque and cash collections.   **Core Competencies:**   * Work under pressure * Strong analytical and problem-solving skills * Good verbal and written and communication skills * Team oriented and willing to work extra hours when needed * Good attention to details and accuracy | | |
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|  |  | | Qualification **Bachelor in Commerce (Hons).** University Of Sargodha 2015  **Intermediate** P.B.T.E. LAHORE 2013  **Matriculation** B.I.S.E. LAHORE 2008 | |
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|  |  | | Technical Skills  * Etravel (Oracle) – Currently Using * Peachtree * Ms Office (Word, Excel, Power Point, Outlook) * Internet & E-Mail | |
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|  |  | | Linguistic Skills  * English * Urdu * Punjabi | |
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|  |  | | Personal Information **Nationality** Pakistani  **Date of birth** 15 Feb 1992.  **Gender**  Male  **Marital Status**  Single  **Visa Status** Visit Visa (3 months) | |
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