**ASARUDDEEN**

**Dubai, UAE**

**EMAIL :** [**asaruddeen.380019@2freemail.com**](mailto:asaruddeen.380019@2FREEMAIL.COM)

**OBJECTIVE**

Looking forward for a challenging and competitive career in any Industry leading to professional exposure with the organization, where my skills, talents and experience would be explored and utilized for mutual benefits.

**EDUCATIONAL & PROFESSIONAL CREDENTIALS**

* **Diploma in Computerized Financial Accounting**

*Year of completion : 2005 Specialisation : (Tally , Peach tree, DAC easy, Ex-next generation)*

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

*Year of completion : 2005 School/University : University of Calicut, India.*

**WORK EXPERIENCE**

A dynamic young professional with over **10 years** of rich and extensive experience in Accounts

(*Accounts Payable, Accounts Receivable,* ***VAT*** *Calculation, Preparation of invoices posting, Bank Reconciliation, Payroll, Cash Handling*)

* Worked as **Senior Accountant** at **Al Hashar Tourism & Travels LLC*(Muscat, Oman)***

for**2years 8months** from **Jan 2015** to **Aug 2017**

*Roles and Responsibilities:*

* + Submission of Invoice & SOA,Chasing outstanding customer accounts.
  + Monitor LCC portal balance regular basis and update accordingly.
  + Handling & Managing All Bank Payments, Receipts & Reconciliation.
  + Receive payment by cash, Cheque, credit cards & i–Bank.
  + Being Responsible for Reconciliation (BSP, Budget airlines, Suppliers & Bank statement).
  + Making credit sales aging report and ensure the payment collection at the right time or not.
  + Handling credit approval applications, guarantee cheques& Bank guarantee.
  + Dealing with airlines for claiming Airline Debit Memo (ADM), Airline group advance and Refund Application (RA).
  + Warm and effective communication with clients and co-workers.
  + Work with external auditors to ensure proper accounting controls.
  + Analyze financial statements and be able to explain variances.
* Worked as **Chief Accountant** at **Akbar Travels of India Pvt Ltd*. (Patna Branch, India)***

from**May 2014** to **Jan 2015**

*Roles and Responsibilities:*

* Handling & Managing All Bank Payments, Receipts & Reconciliation
* Managing All Cash Payments and Receipts.
* Being Responsible for Reconciliation (BSP, supplier.& bank statement)
* Debtors & Creditors Analysis.
* Handling Service Tax, TDS and make payment without fine.
* Disbursement of Petty Cash vouchers as per the requirements.
* Chasing outstanding customer accounts.
  + Handling payroll.
  + Cost controlling of branch.
  + Making credit sales analysis report and ensure the payment collection at the right time or not.
  + Making agreement with client for credit sales and setting credit limit.
* Worked as **Chief Accountant** at **Akbar Travels of India Pvt Ltd*. (IGI Airport Branch, NewDelhi, India)*** for**1year 2months**from**March 2013**to**May 2014**

*Roles and Responsibilities:*

* + Handling direct customer.
  + Cost control of the branch. Ensure branch profitability.
  + Handling branch service tax and make payment without fine.
  + Responsible for all the statutory payment.
  + Making DSR (Daily Sales Report) to forward Airport authority.
  + Ensure books and physical cash tally on daily basis from cashier.
  + Receive payment by Cash, Cheque, Credit Cards & i – Bank(NEFT,RTGS)
  + Well knowledge in i-banking and bank reconciliation.
  + Being Responsible for Reconciliation (Credit Card A/C, Supplier & Bank Statement)
  + Handling Payroll.
  + Maintaining staff punching report.
  + Ability to handle large volumes of invoices.
* Worked as **Sr. Accounts Executive** at **Akbar Online Booking Company Pvt Ltd*. (New Delhi,India)*** for**1years 3months**from**Jan 2012**to**March 2013**

*Roles and Responsibilities:*

* + Handling portal recharge.
  + Credit recharge analysis report and ensure the payment collection within the credit period.
  + Making Sales executive conveyance reconciliation.
  + Sort out customer queries about online portal, related with accounts.
  + Receive payment by cash, Cheque, credit cards & i–Bank (NEFT,RTGS).
  + Ensure books and physical cash tally on daily basis
  + Bank dealings, invoice handling, general payment handling & journal voucher handling.
  + Well knowledge in i- banking and bank reconciliation.
  + Being Responsible for Reconciliation (client, supplier & bank statement)
  + Handling Payroll.
* Worked as **Accounts Executive P.S.R** at**Akbar Travels of India Pvt Ltd.*( Jaipur Branch,Rajasthan, India)*** for**3years 10months**from**March 2008**to**Jan 2012**

*Roles and Responsibilities:*

* Being Responsible for Reconciliation (client, supplier. ,BSP & bank statement)
* Making and follow up RA (Refund Application).
* Making Ticket profitability report and ensure commission not paid more than received.
* Handling ADM (Airline Debit Memo), ACM (Airline Credit Memo),
* Making IATA payment to BSP.
* Checking new rules of airlines through BSP Link.
* To check and make report of Tour Code from PSR and claim airline incentive through BSP.
* Ability to handle large volumes of invoices.
* Worked as **Accounts & Front office Manager** at **Hotel Happy land.*(Mumbai, India)*** for **1years 9months** from **June 2006** to **March 2008**

*Roles and Responsibilities:*

* Book Keeping and general accounting activity.
* Dealing with bank related transactions.
* Cash handling.
* Handling front office.

**COMPUTER SKILLS**

* Knowledge in GDS (ABACUS, GALILEO & AMADEUS)
* Exel-502(Dos) , IBOSS (Integrated Business Operations Support System), FIESTA
* Tally , Peach tree,DACeasy,Ex-next generation.
* Proficiency in MS Office,MS Excel and Internet applications.

**PERSONAL SKILLS**

* Confidence in handling Foreign money.
* Knowledge in preparation of VAT returns .
* Leadership and addressing qualities.
* Excellent in collaboration with team members.
* Having critical thinking and problem-solving abilities.
* Comfortable in a fast-paced environment.
* Able to quickly learn and master skills.
* Confidence in handling accounts up to finalization.

**PERSONAL PROFILE**

* Nationality
* Date Of Birth
* Sex
* Marital Status
* Languages Known
* Reference

Indian

01/06/1985

Male

Married

English, Hindi and Malayalam (Fluent) , Arabic (Basic)

(Can be provided upon request)

**DECLARATION**

I hereby declare that the above-mentioned information is true up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**ASARUDDEEN**