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**NITHIYAS**

**EMAIL:** **nithyas.380961@2freemail.com**

**CAREER OBJECTIVE:**

 To be part of an organization, which provides me ample opportunities to exercise my skills and establish myself in an accounts receivable section with a passion to succeed.

**PERSONAL PROFILE**:

**Date of Birth :** 16/05/1994

**Gender :** Male

**Religion :** Islam

**Nationality :** India

**Languages known :** English, Tamil, Hindi.

**EXPERIENCE DETAILS:**

**Organization :** Cams Cargo Accounting Management Services Pvt, Ltd.,

**Designation :** Accounts Executive – QN Projects

**During Period :**  2014 – 2015

**Organization :** Fortune Grand Hotel, Dubai.

**Designation :** Accounts Receivable

**During Period :**  2016-Current

**ROLES AND RESPONSIBILITIES:**

* Provide customer services from shipment tracking and inquiry.
* Manifesting.
* Ensure the safety and security of the shipments arrival in its correct destination.
* Filing and updating office documents.
* Briefing the personnel in operation to avoid conflicts.
* Dedicated to completing tasks on or before deadlines.
* Responsible for organizing and maintaining all accounts receivables active files
* Generate weekly aging reports.
* Compile data and prepare monthly reports and statements.
* Monitored credit limits.
* Followed up and allocated payments.
* Preparing General Ledger reclassification entries.
* Invoicing of individual FIT’s bookings, tour companies and conventions.
* Posting of A/R payments and advance deposits.
* Researching overdue accounts to ensure follow up on collection.
* Preparation of daily MIS report.

**PROFESSIONAL QUALIFICATION:**

* **B.COM (GENERAL)** – with an aggregate of **60%** in Jamal Mohamed College under the **Bharathidasan University** Trichy during (2011- 2014).
* **Diploma in Air cargo & Sea cargo & logistics Management** from Trade Wings Institute of Management Chennai (2015-2016).

**TECHNICAL SKILLS:**

* **Operating Systems** WINDOWS
* **Software** MS-EXCEL, TALLY ERP 9, WIN HMS,

 PEACH TREE.

**FIELD OF INTEREST:**

* Cargo Sector (air & sea cargo sector)
* Accounts & Administration.