

**Subhash**

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**OBJECTIVE**

To utilize and apply the knowledge I have acquired and a desire to work within an environment that supports and nurtures strong team work and a collaborative approach to achieving outcomes.

**SUMMARY**

**Twenty years of experience in a reputed GSA Travel & Tours Agency in Dubai and Bombay as an Senior Accountant cum Credit Controller.**

**TOTAL WORK EXPERIENCE** **:** **20 years**

**EMPLOYMENT HISTORY**

* Worked with **Uranus Travel & Tours LLC, Dubai as an ACCOUNTANT CUM CREDIT** **CONTROLLER** from 27thJun, 2003 to till 2018.
* Worked with **RIYA TRAVEL & TOURS (I) PVT.LTD**. **Mumbai** as an ACCOUNTS **EXECUTIVE** since 21stJun, 2003.

**JOB PROFILE**

1. Day to Day Making of Domestic & International Bills & Credit Notes.
2. Entries of Receipts & Payments for Petty Cash & Cheques, Handling Credit Notes & Journals.
3. Collection of Payments from Clients, Airlines and Vendors.
4. Making of Payments to the Airlines, Client and Vendors as per company rules.
5. Making of Passenger Sales Reports (**P.S.R**) for the Airlines & Solving Discrepancies and Well versed with **BSP** Procedure of Payments and also Monitoring Deal Codes.
6. Verifying the Agency Credit Memo (**ACM**) & Agency Debit Memo (**ADM**) sent by the Airlines & Solving the problems related to the Agency Debit Memo.
7. Sending Correspondence Letter to the Airlines for Claiming Incentives. Preparation of Sales summery adjustment notice (**SSAN**), submitting the same to the Airlines.
8. Verifying, Checking & Reconciliation of the Main Billing Statement & Refunds Statement sent by the Billing Settlement Plan (**BSP**) and Reporting the same to the Airlines.
9. Day to Day Reporting of the Accounting Matters regarding the problems & suggesting solution to tack such situation to the Financial Controller & to the Managing Director.
10. Reporting the daily Sales and profit analysis to the Higher Authorities.
11. Sending Client Statement and Correspondence letter to outstanding as per the Credit period and credit limit of the company.
12. Following up the collection on aged client Balances as per the Credit policy of the company.
13. Sending Correspondence letter and statement for Corporate Client deal Claming from the Airline authorities.
14. Knowledge in all meager currency transaction in the International Market.
15. To Reconciled the Bank statement and Cashbook.
16. Good communication between Client, Airline and Vendors for payment and Outstanding.
17. Good inter personal communication between staff and management.
18. Good Knowledge of Accounting Travel Packages like**: Trams Back Office and XL -**

**Travel Package and Traacs accounting package.**

1. Settlement of all type of credit card transactions of passengers and vendors.
2. Knowledge in Galileo & Amadeus reservation system
3. Good Knowledge in payroll system.
4. Preparing Management Reports.
5. Preparing VAT returns as per UAE Low.
6. **Handling 800 corporate client in UAE Market.**

**EDUCATIONAL QUALIFICATION**

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| **EXAMINATION** | **BOARD / UNIVERSITY** |
| B.COM | Kerala University |
| Pre Degree | Mahatma Gandhi University |

**TECHNICAL QUALIFICATION**

* Good Knowledge of MS**-OFFICE, MS-Word, MS-Excel & MS-Powerpoint.**
* One Year **Diploma in Computer Application**.
* Type Writing in **Lower Grade**

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| **PERSONAL DETAILS** |  |  |  |
| **Gender** | **:** | **Male** |
| **Date of Birth** | **:** | **10th April, 1976** |
| **Nationality** | **:** | **Indian** |
| **Marital Status** | **:** | **Married** |
| **Visa Status** | **:** | **Work Permit** |
| **Linguistic Proficiency** | **:** | **English, Hindi, Malayalam** |
| **Driving License** | **:** | **UAE Valid Driving License.** |
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**I, hereby declare that all the details furnished above are correct and true to the best of my knowledge.**