## Yathish.127542@2freemail.com  **pic**

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Yathish

**Career Objective:**

To develop a suitable career in a growth oriented and progressive organization, where I will be a valuable team member contributing quality ideas and work to my ability.

**Qualification and Courses:**

* Graduated in Bachelor of Business Management in 2005 from

Shree Gokarnanatheshwara College, Mangalore University.

* MS- Office Applications (Windows, Word, Excel, Power point, Access).
* Sea Scan Maritime Foundation (Personal Safety and Social Responsibility, Personal Survival Technique, Fire Prevention and Fire Fighting, Elementary First Aid).
* Tally 9.

**Professional Work Experience:**

 **Account Assistant,**

**VIP Enterprises, “an agency for distribution of FMCG products i.e., Colgate Palmolive (India) Ltd” (Jan2009-Dec2010)**

* Monitoring and verifying the accounts on daily basis.
* Maintaining total books of accounts, voucher maintenance, bank dealings, correspondence handling, dealing with tax / central excise duties.
* Preparing daily sales summary statement which reflects cash/bank positions.
* Reviewing and compiling the daily collection reports submitted by the field staffs for effective functioning and better control.
* Maintenance of petty cash account and disbursement for all operational expenses.
* Updating data relatedto purchase and sale of goods.
* Prepare supplier payment runs incl. raising cheques and bank transfer.
* Ensuring all filing is done in a timely and accurate manner.
* Preparation of payroll and ensuring timely disbursement of salaries.
* Monthly reconciliation of subsidiary books and bank accounts.
* Facilitate and complete monthly close procedures.
* Analyze revenues and expenses to ensure they are recorded appropriately.
* Co-ordinate and establish good relationship with the distributors.
* Maintaining of and updating day to day journal entries, ledger accounts,profit & loss account and balance sheet of the company and individual for the Financial Year.
* Performother related duties as assigned or requested on daily basis.

**Front Desk ,**

 **Star Cruises, “The Leading Cruise Line in Asia-Pacific” (**Nov2006-Jun2008)

* Give a warm welcome to guest on arrival in the harbor front.
* Check for passport, visa, immigration and cruise ticket confirmation slip.
* Access their information in the computer system, retrieve their reservation

information and provide guests with their cabin keys.

* Providing information services and directions to guests.
* Ensure that the Guest Services Desk is manned, operationally prepared and stock at all times in order to be available for guests as a point of contact.
* Filling of the arrival and departure register.
* Require to tend to customer complaints and queries in a pleasant and level-headed

manner.

* Take ownership of guest concerns, by following-up and ensuring complaints are

resolved to the guests satisfaction.

* Maintain the privacy of all guests by ensuring that no details of the guests are disclosed to anybody.
* Maintain high standard of grooming, appearance and hygiene at all times.
* Attend meetings, training activities, courses and all other work-related activities

as required.

* Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.
* Understand the safety & quality management program and according to the emergency plan and station bill must be available, capable and ready to act in the

event of an emergency.

**Personal Details:**

Nationality Indian

Date of Birth 16-05-1984

Languages English, Hindi, Kannada, & Tulu

 Hope that in view of the above details you will give a chance to serve under your kind concern. If I am selected assure you that I will perform my duties to entire satisfaction of my superiors.

**Reference will be provided on request.**