**MUHAMMED MUBARAK V E**

**Accountant assistant**

**Address: Vazhayil House**

**THondernad PO**

**Niravilpuzha**

**Wauanad**

**phone:7907303870**

**email:mubarakniravipuzha@gmail.com**

**Accountant with 7 + years of Experience**

**OBJECTIVE**

Looking for a challenging position as a Senior Accountant preferably with a travel management company, where my knowledge and skills can significantly growth impact company growth.

**PROFESSIONAL SNAPSHOT**

Over Seven years of experience in Revenue Accounting , Reconciliation there of, inter-action

with major travel companies ,planning etc..

**EXPERIENCE**

**Accounts Executive**

***Creative Tours And Travels Of India PVT LTD (25-Jul-2012 to 20 –May-2015)***

1. Handling cash accounts / Performed as cashier , maintenance of petty cash book

2. Scrutiny of Bsp Statements

3. Bank Reconciliation

4. Issuance of receipt , refunds and credit notes to customers .

5. Preparation of Billing Discrepancy Report (BDR)

**Accountant Executive**

***Alhind Tours and Travels PVT LTD (25-May -2015 to TILL****)*

1. Handling BSP GDS accounting

2. Remittance to BSP and Other airlines

3. Reconciliation of Supplier Statements and Low cost carriers .

4. Bank Reconciliation

5. Monitoring stock reports from Amadeus , Galileo and Abacus

6. Timely follow up with sub agencies and other debtors and ensuring smooth flow of

    Funds .

7. Income tax & Service tax calculation

8. Assisting Auditors for Finalization and preparation for Profit & Loss Accounts.

9. Processing credit notes based on Refund Application .

10 Inter branch reconciliation .

11.Enjazit Reconciliation (Saudi Employment & visit visa stamping payment)

**EDUCATION**

* **B.com - University of Calicut (Distance )**

**KEY STRENGTHS**

* Hardworking and quest to learn and accept responsibility.
* Good understanding of processes, Good analysis and interpretation skill
* Proficient in managing highly efficient and skilled operational procedure
* To be honest and faithful by being confiden
* Target and achievement oriented with an ability to take up challenges and perform

In changing work environment.

**LANGUAGES**

* **English**
  + Read,Write And Speak
* **Hindi**
  + Read And Speak
* **Malayalam**
  + Read,Write And Speak

**SKILLS**

* Good knowledge in Travel Software Packages E-travel Offline & Online
* Basic knowledge in Tally
* Good knowledge of Microsoft Office , Internet & windows

**SOFTWARE**

* **E- travel**
  + **Creative Tours And Travels Of India Pvt Ltd (Calicut)**
* **E-travels**
  + **Alhind Tours & Travels PVT LTD (Perambra & Mumbai)**

I hereby declare that the above said details are correct and true to the best of my

Knowledge and belief.

**MUHAMMED MUBARAK V E**