**RESUME**

**AJIN V**

S/o.T.Varuvel

Naranthivilai

Viricode post

Kanyakumari Dist

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# CAREER OBJECTIVE:

# Intend to build a carrier with leading corporate of Hi-tech environment with committed and dedicated people who will help me to explore myself fully and realize my potential.

WORK EXPERIENCE:

* Worked in Travel City LLC , (Sultanate of Oman , Muscat )

Post: Accountant & Dispatch Operation In- Charge

Period: 2017 - 2020

**JOB RESPONSIBILITY:**

* **Accountant -**

**Collection & Follow up / Reconciliation & Set off**

* Sending updated SOA every fortnight
* Reconciliation of all Corporate SOA
* Bank entries and Setoff of payments received
* Liaising with sales staff and accounts staff on queries from corporates / Refunds
* Actioning all emails from corporates / staff / line mangers
* Liaising with drivers for collection of payments from corporates
* Escalating matters which requires line manager / Managements attention and interventions
* Projection of Payment expected Fortnightly

**REPORTS - Reporting & Documentation**

* Download of Ageing every week with follow-up updates
* Daily Collection Report to Management and Sales Team
* Weekly Movement of Debtors to Finance head
* Credit appraisal review every quarter
* Credit Application Monitor

**MONTHLY STATEMENTS**

Preparation of Monthly statements in excel for generation of Invoices & despatch

* Dispatch Operation In- Charge - Invoicing / Despatching

**Job purpose**

Dispatch of Travel City invoice to Corporate Customer/ Sub agents / Related Parties within 5 working days from the date it comes to dispatch section

**Duties and responsibilities**

**For Corporate Customer/ Sub agents / Related Parties**

* Sorting Invoices
* Generation of Transmittal Advice – Corporate wise
* Putting in Respective envelopes - Party wise
* Maintaining Transmittal Advice Monitor
* Filling of LPOs
* Filling of TA – acknowledgements of invoice submitted
* Filling of Accounts Copy ( Pink Copy )
* Maintain all files Month and year wise for record purpose
* Maintaining Corporate Monitor ( updating of new customers according to Credit applications details)
* Sending Invoices thru Courier to Branches .
* Adhere to all instructions as per the Corporates requirement

**E-INVOICING**

E- invoicing as per the Statement of account to Corporates / Subagents / Related parties

* Worked in MBM INDIA Pvt.Ltd. Chennai

Post: Billing &Accountant

Period: 1-5-2015 to till 2017

* Worked in Hardwares shop

Post: Billing &Sales

Period: 01-12-2014 to 30-04-2015

**JOB RESPONSIBILITY:**

**Renewals**

* Ensure relevant data is available
* Ensure renewal base generated on time and hand over to sales

**Administrative Role**

* Ensure all outsourced staff are regular in office timing
* Maintaining the Staff Attendance
* Vendor Management and Branch Administration
* Controlling Over the Cost Cutting Measures

JOB RESPONSIBILITY:

* New Proposal login documentation verification,
* Updating The cash, Cheque & DD for New proposal login in system without error
* Data entry work
* Tally Billing & Ledger & Outstanding Daily check
* Preparation of Tally reports on daily basis and cross checking the same with actual cash, Cheque
* Regular track up with the deposit of cash, Cheque & DD in the Bank
* Having direct touch with the high revenue customers.
* Handling Petty Cash

JOB RESPONSIBILITY:

* Verification of Receipts & Payment of the accounts
* Updating the data’s in the System (TALLY and SQL )

**EDUCATIONAL QUALIFICATIONS:**

* MBA- Anna university secured marks of 61% {2012-2014}
* BBA – M.S university Neasamony Memorial Christian College, secured marks of 54%(2009-2012)
* HSC- St Joseph Higher Secondary School Thiruthuvapuram, secured marks of 66% (2007)
* SSLC- St Mary's M.S.C. High School Nattalam, secured marks of 67% (2009)

**PROJECT WORK**:

Kerala State Electronics Development Corporation Ltd Trivandrum.

Computer Knowledge : Ms-Office ,Tally ,SQL and E-Travel

**Interests & Hobbies :** Reading Books, Playing Cricket, Watching TV

**Key Strengths :** Honest , Multitasking , Accept Challenges , Team Player

# PERSONAL DETAILS:

Name : V.AJIN

Father Name : S/O.T.Varuvel

Date of Birth : 09-06-1992

Nationality : Indian

Marital Status : Single

Language Known : English, Tamil and Malayalam

**DECLARATION:**

I hereby declare that the above-furnished information’s are factually correct to the best of my knowledge and belief.

Place: Viricode Yours Faithfully

Date: V.Ajin