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| SUVARNA KRISHNA NADE  Mobile : +91 9167617202 email:suvarnanade@hotmail.com |

**CAREER OBJECTIVE:**

To be part of an organization which offers career opportunities for growth, encourages independent thinking and stimulates competition where I can enrich my experience and contribute to the overall growth of the organization.

**ACADEMIC QUALIFICATION:**

Completed Bachelor of Commerce in April 2000 with Second Class

**SKILL SET:**

* Hard Working and enthusiastic upright attitude
* Quick learner who can rapidly absorb all aspects of a job with limited training
* Exemplary communicator, positive attitude, committed and self motivated
* Rick experience in service sector for 14 years in field of Travel and Tourisum

**EMPLOYMENT SUMMARY:**

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| --- | --- | --- | --- |
| **NAME OF ORGANISATION** | **DESIGNATION** | **MONTH/YEAR OF JOINING** | **DURATION** |
| Sharma Transport P. Ltd.  Mumbai. | Executive | April 1997 | 3 Years |
| New Jolly Tours & Travels | Accounts Executive | April 2000 | 4 Years |
| Green Channel Travels – A DIV of Cedilla | Branch Accountant | October 2004 | 2 Years |
| International Travel House Limited | Branch Accountant | October 2006 | 1 year |
| Thomas Cook (I) limited | Assistant Manager | October 2007 | 14 years |

**BREIF EMPLOYMENT HISTORY:**

***Thomas Cook (India) Limited: Assistant Manager – Reporting to Head of department – Business Process Improvement and Audit. (Transfer to Internal audit department (2012) of the organization based on the performance and integrity aspects and ready to learn attitude)***

***Audit Department***:

* Correspondence with the external and internal audit unit for follow up on internal audit issues
* Preparation of audit committee papers and branch audit documents for ACM
* Preparation of Risk committee presentation & MIS reports, data analysis and various other reports based on the management requirement.
* Handling Foreign Exchange concurrent Audit Activity till the closure of all the report
* Coordinated with the auditor for closure of FX reports and presentation.
* Handling of MTSS/KYC audit and preparing the presentation for management.

***Fraud Investigation Department***

* Handling Investigation Issue for all the business related to travel industry (i.e Corporate Travel Foreign Exchange & Leisure Travel/mice etc.)
* Worked on the Fraud Risk Management project independently.
* Developed a tool for Fraud cases (FRM).
* Visited location in pan India for Fraud and investigation where ever require.
* Data analysis carried out for the different types of investigation.
* Keeping the track of fraud records and insurance claim for the holding and subsidiary companies
* Co-ordinate with the insurer and the business for insurance claim filed by company.

***Account Department:***

* Daily invoice reconciliation based on the ticket issued for passengers.
* Handling Leisure Department (branch Account for Nariman Point Branch).
* Handling Principal Air Reconciliation (BSP) right from upload to payment of dues and issues resolving.
* Bank Reconciliation for Head Office and subsidiary
* Generating Various Debtors reports on monthly basis
* Handling Credit card (BTA transactions) reconciliation & receipt passing
* Sending Service tax input documents to respective department.
* Debtors and Creditors reconciliation
* Closure of cash accounts on daily basis.

International Travel House Limited: ***Assistant Manager – Reporting to Branch Manager***

* Preparing Daily and Monthly MIS Report for all HOD’s including CMD.
* Preparation of presentation based on Monthly MIS for review that includes reason for variance, graphical and tabular representation.
* Managing all activities related to Accounts Payable like clearance of bills payable based on the contract agreed
* Debtors and Creditors reconciliation. Clearing of Advances that are overdue by Vendors.
* Bank reconciliation for Head office and Branch location

**GREEN CHANNEL TRAVELS (Unit of CADILA): Branch Accountant – Reporting to Branch Head**

* Generating Invoices to various Corporate Company such as Visa and Passport Services, Hotel and Railway. Some of the esteemed customers handled are Reliance Industries, Hindustan Liver, L & T, B Brown medical etc.
* Follow up with new clients for opening account and assure that the deposit amount is received
* Preparation customized outstanding statement to higher authorities.
* Assisting HOD’s in preparation of presentations, MIS reports, data analysis and various other reports based on the requirement of Management.

**New Jolly Tours & Travels: Executive – Reporting to Branch Accountant**

* Checking (DSR) Daily Sales Report on daily basis and Invoice preparation for corporate client
* Handling cash department for petty cash and counter for receipt and payment.
* Preparing outstanding statement for Receivables / Payables
* Bank & Debtors / Creditors Reconciliation

**Sharma Transport Pvt. Ltd: Executive – Reporting to Accountant**

* Preparing Outstanding Statement for Receivables / Payables
* Bank and Debtors / Creditors Reconciliation
* Checking (DSR) Daily Sales Report on daily basis.

**Computer Proficiency:**

* Working knowledge of MS Office (Word, Excel, Power point). Awareness with Internet usage,
* Accounting software: SAP (Fico Module), Tally 8.2, ERP – Excel

**Personal Information:**

Date of Birth : 29th October, 1977

Address : 370/7, Sudama Sukh Sagar society, Near Ganesh Nagar,

Nag Mandir lane, Charkop Kandivali (West), Mumbai – 400 067.

Language known: English, Hindi, Marathi

Marital Status : Married

Interest : Traveling, Listening Music and Dancing.

Passport No. : F6997331 Validity up to 01-March-2029