

HANSRAJ SINGH

Assistant Manager- Accounts & Operations

MICE

Father's Name : Sh. Mohar Singh

Date of Birth : 23 Dec 1988

Marital Status : Married

Address : 46/3, Devli, New Delhi, Delh-110062

Phone : +917503852019

Email ID : Hansraj.singh93@gmail.com

Summary

More than Nine years of experience in the Travel industry (MICE). Involved in Operations, Billing, Corporate management, Credit Control. Co-ordinated with Accounts, Operations and Sales team for streamline of Business.

Work Experience

1. Assistant Manager- Accounts & Operations- MICE

Ebix Travel and Holidays Ltd

Jan 2019 – Present

Noida, Uttar Pradesh

Achievements/Tasks

- Analysing Costsheets of a particular group and ensure all expenses booked in right manner.
- Controlling on Air tickets purchase from BSP, Vendors and direct Airlines.
- Analysis of confirmed Event/Exhibition Services / itineraries to prepare the Quotation.
- Renegotiate with vendors for special rates in place of contracted rates.
- Preparing Profit and Loss sheet of Event for Internal record.
- Distribution of Services to the Team member as per their responsibilities.
- Verify the confirmation of all booked services ensure with itineraries that all quoted services has been booked.
- Follow-up with customer for balance payment when sales person stuck or facing difficulties.
- Preparing Aging for Sundry Debtors and Creditors with Remarks. On monthly, quarterly and annually basis.
- Preparing Revenue MIS – Destination/Sales Person wise On monthly, quarterly basis and annually.
- To fix the Credit Limit (if any) of customer based on their financial strength and previous payment records.
- Preparing Net Profit and Loss account of MICE Division on monthly basis for Review with Management.
- Coordination with Internal Auditors.

2. Senior Executive- Operational Accounting- MICE

Travel Esque Intl (Leisure Corp)

Sep 2016 – Dec 2018

Gurugram, Haryana

Achievements/Tasks

- Preparing Accounts of Various Airlines, BSP, Hotels and Suppliers (Indigo, Spice Jet, Go Air, Air Asia, Air India, Fly Dubai, Etihad Airlines)
- Maintaining Daily Pre-Funding of Airlines and Hotels.
- Reconciliation of Account Payable and Receivable Weekly basis.
- Prepare and Reconcile Branch accounting with coordinate branch team.
- Handling Corporates Accounts, Send MIS report and Invoices to Corporates and Collecting payments.
- Prepare Airline tickets, Hotel bookings, transport and Visa purchase invoices and Customers Sale invoices.
- Support Operations, Sale, Ticketing, Visa and Accounts team to their work smooth.

3. Accounts Executive

Destination Point The Travel Shopee

Apr 2014 – Jul 2016

New Delhi, Delhi

Achievements/Tasks

- Day to Day Accounting Transaction.
- Handling Petty cash, Prepare daily cash forecasts.
- Prepared Bills on Winyatra .
- Prepared of Bank Reconciliation statement and Bank Transaction.
- Reconciliation of Accounts Payable and Receivable.
- Preparation of MIS Report.
- Outstanding follow-ups with customers.
- Maintaining Vouchers and Accounts.
- Prepare documents for visa and passport.
- Make Rail and Air tickets.

4. Accounts Executive

Wood Shaper

Jan 2013 – Feb 2014

New Delhi, Delhi

Education

Bachelor of Commerce : Delhi University

Jul 2007 – Aug 2010

12th Pass : CBSE

Apr 2005 – Mar 2007

10th Pass :CBSE

Apr 2004 – Mar 2005

Skills

- | | |
|----------------------------------------|-------------------------------------------------------|
| 1. Project Accounting | 2. Proficiency of working on MS Office |
| 3. Well Verse in Advance Excel | 4. Working experience on Winyatra Accounting software |
| 5. Experience in Preparing MIS Reports | 6. Business Letter & Mail Drafting |
| 7. Prepare Cost sheet | |

Strengths

Open to Challenges
Good Communication Skills
Self- driven Attitude
Self Accountable

Language

English
Hindi

Date: _____

Hansraj Singh