**LALJI R. VERMA** Mob. :- (+91) 9819193458.

Email ID : laljirv@gmail.com ADD.: - T-927, Sagar Kutir Sungh,

Skype ID : laljirv 7 Bunglow Garden, Andheri

 (W), Mumbai – 400061. Maharashtra, INDIA.

**Career Objective**

“To obtain a position where I can maximize my organizational and interpersonal skills and knowledge which will contribute my years of experience that will allow me to grow personally and professionally.”

**Professional Experience**

AVIAREPS AG - Aviation, Tourism & Travel Marketing Pvt. Ltd. 07/11/2011 – Present

(GSA of Air Namibia, Air Macau & Condor in India)

**SR. OFFICER - Financial Service.**

***Roles & Responsibility includes: -***

* Responsible for AUSTRALIA office accounting which includes. Bank booking, Supplier booking, Salary booking, IC bookings & Reconciliation, Travel expences booking, Service fees Inv/CN booking & GCC updations.
* Responsible for FRANKFURT office for BSP work of 21airlines which includes BSP reports download, Excel updations, ACM issuance, BSP inv. issuance & reporting to airlines.
* Responsible for FRANKFURT office accounting which includes. Supplier booking, IC bookings & Reconciliation, Travel expences booking, Service fees Inv/CN booking, Fix Fees Inv & GCC updations.
* Monitoring the BSP passwords of FRANKFURT office for 21 airlines.
* Reconciling intercompany statement for FRANKFURT, AUSTRALIA, SWEDEN & SPAIN offices with MUNICH Office.
* Supervision work for new station taken over by Financial Service Centre office.
* Worked on different assignments as assigned by the senior management.
* Solving the Client’s and offices queries on work related issues.
* Training to the new staff as per work requirements.

PROMINENT TOURS & TRAVEL PVT. LTD. 01/09/2007 – 06/11/2011

**Account Officer : -** 09/2007 – 06/11/2011.

***Roles & Responsibility includes: -***

* Responsible for preparing M.I.S. reports for corporate clients.
* Handled Supplier’s payment, Sub Agent’s Commission & General payments.
* Handled all the salary details of the staff and regularize the monthly salary.
* Supervised all types of Cash and Bank transactions & solved auditor’s queries at the time of audit.
* Reconciliated Suppliers, Debtors and Interbranch on monthly basis.
* Reconciled BSP statements & payments.
* Handled the Corporate key clients like Lion Bridge Technologies India Ltd, Roche Diagnostics, Efkon India, Cello Group of companies, ICICI BANK, HSBC BANK, TRANSOCEAN OFFSHORE, MONSANTO INDIA, AXIS BANK, HDFC BANK, CITI BANK and others.

NEW TECH CHEMICAL 01/05/2005 – 30/06/2007

**Account Assistant.**

***Roles & Responsibility includes: -***

* Entries of day to day Purchase Invoice, Sale Invoice, Excise Invoice, Receipt Voucher & Payment Voucher.
* Collected payments & depositing in the bank for clearance.
* Handled Bank Reconciliation on daily basis.
* Submitted monthly statement to Excise Department along with the Invoices.
* Filled of Quarterly Excise Return.

**Academic Qualification**

Completed Degree in Bachelor of Commerce from Mumbai University in 2004.

 Completed H.S.C. from Maharashtra Board in 2001.

 Completed S.S.C. from Maharashtra Board in 1999.

**Additional Certification**

Diploma in International Airlines & Travel Management (IITC, Mumbai) in September 2007.

First Class in Nagrik Sanrakshan Dal, D. N. Nagar School, Mumbai in January 2002.

**Computer Proficiency**

* Working knowledge of computerized Accounting in SAGE Office Line Evolution 2013.3 Finance, XLTRAVEL Ver. 6.0 & xLWinPro Ver. 1.0 of Travel Accounting Software, Tally ERP 9.
* Completed 48 hours of Computer Training Course conducted by NIIT.
* Proficient in Microsoft Word, Excel, PowerPoint, Internet and Outlook.

**Personal Information**

 Father’s Name : Mr. Ramprasad Verma.

 Date of Birth : 05TH Mar 1984.

 Marital Status : Married.

 Languages Known : English & Hindi.

 Other Activities : Playing Chess & Watching Cricket.

 Passport Number : K3109319.

Date:-\_\_\_\_\_\_\_\_\_\_\_\_ Signature: - \_\_\_\_\_\_\_\_\_\_\_\_\_