# Sajjad Adnan



## TRAVEL TOURISM, 19 000 ГРН.

1 липня 2024 Місто: Київ

Вік: 47 років
Режим роботи: повний робочий день, додатковий заробіток
Категорії: Офісний персонал, Туризм та спорт

✔ Є діти

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

## Досвід роботи

### Travel & Tours Director

Concepts travel Pvt ltd (Travel agency ), Karachi
01.2008 – 05.2012 (4 роки 3 місяці)

Обов'язки:

website - adnan-sajjad.webnode.page/

Accounts Related All Works

1) Primary Documentations:-

Book keeping (CV-RV).

Invoices Making.

Refund Receipt Making(RF).

Credit invoices entry.

Expense Voucher making.(JV)

Payment/Purchase Order. Receipt Making.(PV).

Petty cash.

Employee time cards.

Deposit slips Feeling,Checks writing,Letters and Draft Making.

2)Statement:-

Sales & Refund Ledgers.

Payable/Receivable Ledgers(AP.AR).

Bank/Cash Ledger Reconciliation.

Credit ledgers.

Expenses ledgers.

Employee Wages Tax ledger.

Sales Tax.(GST).

With Holding Tax(WHT/VAT).

Assets depreciation ledger.

Profit & Lose Ledger

Budget Statement

Manual & Software Data Feeding.

Ensuring timely monthly, quarterly, and year-end financial close together with the rest of the accounting team.

Filling of Taxes to relevant Tax. department keep records of Recept.

manually or website.

Profit & Loss statement.

Reconcile and maintain balance sheet accounts and provide associated analysis.

Ensuring adequate, and complete filing of annual reports, corporate income tax returns and VAT & GST

returns.

Support the more junior team members in daily accounting questions.

Develop and challenge current processes to ensure efficiency and accuracy.

conversation to clients & Lawyers & auditors.

Audit Report.

Renew Bank Guarantees.

Renew Company Certificate & Memorandum of Articles.

Renew Government Licence.

Manual & Software Data Feeding

computer software:-

installing software,MS windows,Office,Excel,Word,Adobe Photoshop, TeamViewer,website Making & Update.etc

Accounting Software:-

FoxPro based.

softadvice.informer.com/Foxpro_Accounting_Software.html

Oracle Based.

falconssoft.com/systems/falcons-accounting-system/

1C Enterprise.

Pos, Etc.

experience in operating above softwares.

Airlines software:-

Reservation & Ticketing.

Galileo,Amadeus,Abacus.

Familiar with commands

checking queues

Name entry.

Availability & Booking of Flight,Date,Class of booking,Departure/Arrival Time,Status Request/Confirm entry.

Fare & Taxes Calculation Entry.

contact Information entry.

special requests entry.

Finalizing PNR.

Ticketing.

Deleting PNR.Rebook Flight,Correcting First Name.

Cancellation Charges.

inform clients or boss.

visas:-

Visa Letter of Application Making.

VFS global application & appointment.

Gerrys visa services.

Travel Insurance making.

collecting Documents, bank statements,salary slips, Bussines documents etc.

Filling Visa Form in any Language

Translation of documents in any Language services.

Passport Making & Renew services.

Consulate & Embassy Conversation.

Tours:-

Hotels/Hostel/Apartment/Cars/Tours Booking

by Softwares, Websites.

making itenary budget Normal Expensive.

Individual Family, Corporate Clients,

## Accountant

Swift travels Pvt ltd (Travel agency ), Karachi
01.2001 – 11.2007 (6 років 10 місяців)

Обов'язки:

Accounts Related All Works

1) Primary Documentations:-

Book keeping (CV-RV).

Invoices Making.

Refund Receipt Making(RF).

Credit invoices entry.

Expense Voucher making.(JV)

Payment/Purchase Order. Receipt Making.(PV).

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by Softwares, Websites.

making itenary budget Normal Expensive.

Individual Family, Corporate Clients,

## Освіта

### University of Karachi

Спеціальність: Bussiness administration

середньо-спеціальна, 01.2001 – 12.2003 (2 роки 10 місяців)

## Знання мов

Англійська - Середній

## Додаткова інформація

Знання комп'ютера, програм: Ms office Ms word Ms excel Internet Email Oracle Fox pro 1c enterprise
Особисті якості, хобі, захоплення, навички: Travel Tour Tv Songs Sincere friends Driving
Мета пошуку роботи, побажання до місця роботи: My purpose of job relocate to kyiv Wishes be a part of beautiful girls and good salary