



TUSHAR SHETTY

OBJECTIVE

Looking for a position where my analytic and problem solving skills along with extensive knowledge of accounting procedures will be utilized to orchestrate smooth flow of the company's financial operations.

PERSONAL PROFILE:

- Having 14 years of Experience in Accounts and Finance Management.
- Self-motivated and hard working with a high level of integrity to meet deadlines.
- Willing to learn new skills, enthusiastic and committed to all types of work initiatives.
- Ability to adapt to a fast changing work environment. Experience of computerized and manual accounting. Knowledge about SAP and Oracle

ADDITIONAL QUALIFICATION:

- Health & Safety Courses (IOSH & NEBOSH)
 - Diploma Course in Computer Application
- Applications: MS-DOS, MS-Office, MS-Windows, Maxi Merlin & Oracle,
Amadeus, ARPS, ALMIRA, SAP

ACADEMIC QUALIFICATION:

- Bachelor Degree - Moti Mahal college, Mangalore University
- Pre-University College (XII)(Business Studies & Accountancy) Ramakrishna Pre-University College
- SSLC - Sri. Ramakrishna English Medium High School

CONTACT

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Abu Dhabi-U.A.E



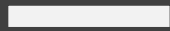
SKILLS



Analytical Skills
Computer Skills



Team Building



Communication
Skills

VOLUNTARY/WORK EXPERIENCE:

IKEA, Al-Futtaim Group	Health & Safety Senior	Nov 2018	Jun 2019
ETIHAD Airport Services – Ground Services	Accountant	May 2017	Oct 2018
ETIHAD Airways	Finance Officer (Financial Reporting - Operations)	Jun 2009	April 2017
ETIHAD Airways	Senior Accounts Assistant (Revenue Accounts)	Dec 2004	Jun 2009
Karavali Hotel	Front office Assistant	Oct 2003	Oct 2004
Trivikram Hotel	Front office Assistant	Oct 2002	Sep 2003
CRP Technologies	Customer Service Agent	Aug 2001	Jul 2002

WORK RESPONSIBILITIES:

1. Organization: IKEA, Al-Futtaim Group

Designation: Health & Safety Senior

- Monitoring and assessing hazardous and unsafe situations and developing measures to assure safety.
- Security Audit, Risk assessment.
- Investigating incidents/accidents & recording under Invasion software.
- Co-ordinating with Security & Maintenance team.
- Ensuring preparedness by having monthly emergency drills.
- Conducting Safety committee meetings & attending general meetings.
- Following up supplier payments. Getting quotations for maintenance work.
- Co-ordinating with Finance & Supply chain.
- Recording consumption of utility bills.

2. Organization: ETIHAD Airport Services – Ground Services

Designation: Accountant.

- Posting invoices related to Direct operating cost (Ground handling & Catering). Billing EY and other Airlines
- Verifying invoices from other Airlines.
- Dispatching invoices to other Airlines/Follow up on payments.

3. Organization: ETIHAD Airways

Designation: Finance Officer (Financial Reporting - Operations).

- Posting invoices related to Direct operating cost (Line Maintenance, Ground handling, Crew layover, Cargo & Airport Charges, Catering)

through Almira system. Handling various stations. Interacting with the Station Finance Manager/ Airport Manager & vendors. Checking DART entry. Involved in Finance software testing.

- Centralized payments which includes booking & payment of invoices related to various station based on VAT & Withholding rule applicable & payment terms.
- Co-ordinating with Supply chain for vendor registration through ARIBA.
- Vendor/Clearing account Reconciliation. Passing Rectification entries in GL.
- Downloading B.O Reports & submission of reconciliation every month.

Identifying excess billing & follow up on credit note.

- Cost Savings.

4. Organization: ETIHAD Airways

Designation: Senior Accounts Assistant (Revenue Accounts).

- Worked as a documentation controller for 1 year. Receiving & dispatching of flight packets on a daily basis. Following up as per flight schedule. Follow up of sales report from various stations.
- Registration of invoices, certifying account codes, posting JV's on Maxi-Merlin system.
- Blacklisting of tickets in ARINC system & authorizing replacement or refund by checking utilization details on RAPID. Raising of Amadeus Invoices in ORACLE.
- Preparing E&O invoices in ORACLE & following up with stations to clear the Outstanding. Raising stationary request in Oracle system & maintaining a control chart for each item request. Follow up of missing coupons with various stations.
- Calculating refunds by checking deal on Amadeus.
- Retrieving BSP ticket details through BSP link. Verifying & releasing ACM's. Verifying ADM/ACM queries.
- Controlling & Distribution of Ticket stock(MCO, Manual coupons, AWB)
- Releasing of AWB stock in Crystal cargo system.

5. Organization: Karavali Hotel

Designation: Front office Assistant.

- Reservation & booking of rooms. Night Auditing.
- Telephone operator. Handling cash.
- Assisting guest with train/flight ticket bookings.

6. Organization: Trivikram Hotel

Designation: Front office Assistant.

- Reservation & booking of rooms. Night Auditing.
- Telephone operator. Handling cash.

7. Organization: CRP Technologies**Designation: Customer Service Agent.**

- Attending customer calls and answering their various queries in an enthusiastic and customer focused manner.
- Maintaining customer records. Visiting the customer personally & confirming the details provided by the customer during connection. Preparing a report on a daily basis & sending it to H.O.
- Downloading the daily responsibilities from the system.

PERSONAL DETAILS:

Date of Birth	23-10-1978
Passport No	S 5787866
Passport valid till	11-06-2028
Visa Status	Spouse Sponsorship
Driving license	INDIA, U.A.E
Languages Known	English, Hindi, Kannada, Tulu.

REFERENCES:

Can be provided upon request.