

Kalyani Patil

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A seasoned professional with 6 years of experience with key focus on travel accounting

Personal Information

Nationality	Indian
Date of Birth	10/08/1988
Gender	Female
Marital Status	Married

Professional Experience

12 /2011 to 03/2014 **Executive Accounts**, Uniglobe ATB (Air Travel Bureau) ,
Gurgaon, India

- Handle all type of billing for Domestic & International using **Yatra Accounting Package Software** which includes Air (LCC & BSP), Bus, Rail, Hotel, Euro rail, Insurance, etc.
- Preparation & handling of all types of credit notes.

04 /2014 to 12/2016 **Executive Accounts**, Uniglobe ATB (Air Travel Bureau) ,
Pune, India

- Handle all type of billing for Domestic & International using **Yatra Accounting Package Software** which includes Air (LCC & BSP), Bus,
- Preparation & handling of all types of credit notes.
- Provide support for Credit control team
- Make all type of statement required by client & provide necessary supporting for the same. (Approvals, Visa receipts, Ticket copy, etc using **ATB ICE- Automated Ticketing**
- Handling & maintaining log for inter branch Cab, Air & Hotel booking.

01/2017 to 12/2017 **Executive Accounts**, Jetways travels pvt Ltd (Air Travel Bureau), Pune,
India

- Handle all type of billing for Domestic & International using **Yatra Accounting Package Software** which includes Air (LCC & BSP), Bus, Rail, Hotel, Euro rail, Insurance, etc.
- Preparation & handling of all types of credit notes.

- Provide support for Credit control team
- Make all type of statement required by client & provide necessary supporting for the same. (Approvals, Visa receipts, Ticket copy, etc using **ATB ICE- Automated Ticketing Package Software**)
- Handling & maintaining log for inter branch Cab, Air & Hotel booking.

Education Qualifications

2006 – 2009 **B.COM**
University of Delhi, New Delhi, India

2006 Passed XII from CBSE, New Delhi

2004 Passed X from CBSE, New Delhi

Professional Courses

- C.A. IPCC Cleared.
- Diploma in Industrial Accounting from Institute of Computer Accountant (ICA), New Delhi.
- Diploma in Computer Application from Sterlite Foundation, New Delhi.

Software Skills

- Yatra Accounting Package
- Tally 9.0
- Microsoft Office Excel

Personal Skills and Competences

Marathi **Fluent** *Speaking, reading, and writing*
Hindi **Fluent** *Speaking, reading, and writing*
English **Fluent** *Speaking, reading, and writing*

Social skills and competences

High initiative, structured and organized

Hobbies Reading, Music, Cooking