

# BLESSON G ALEX

Over 2 years of comprehensive experience in accounting and auditing with CA Libin Mathew and Associates in Kerala, India. Specializing in financial reporting, reconciliation, and tax filing, has demonstrated a track record of improving operational efficiency by 15% and reducing financial errors by 20%. Searching for challenging roles in Accounts/Audit firms or as a Travel Consultant

## EXPERIENCE

### INTERNATIONAL TOURS & TRAVELS|KERALA| INDIA TRAVEL CONSULTANT CUM ACCOUNTANT

00-09-2019 to 00-09-2021

- Assess clients' needs, preferences, and budget to provide them with suitable travel options and packages.
- Offer, plan, and arrange travel itineraries, including flight bookings, hotel reservations, and ground transportation.
- Stay updated with the latest travel trends, destinations, and travel promotions to offer informed advice and recommendations to clients.
- Assist clients in understanding the necessary travel documents, insurance options, and other travel essentials.
- Resolve travel issues or challenges faced by clients before or during their trips, ensuring a high level of customer satisfaction.
- Establish and maintain relationships with key travel suppliers and vendors to secure the best rates and services for clients.
- Organize and participate in promotional events or travel fairs to showcase travel opportunities and packages.
- Continuously enhance product knowledge through training sessions, workshops, and familiarization trips.
- Handle any travel-related paperwork, including invoices, travel vouchers, and itineraries.

### C A LIBIN MATHEW & ASSOCIATES|KERALA| INDIA ACCOUNTANT

00-04-2022 to 00-08-2023

- Oversaw daily communication channels, addressing queries as needed.
- Validated financial transactions, records, and payments for accuracy.
- Utilized spreadsheets, and ledgers for sales and purchase accounting.
- Managed credit control and debt recovery; processed and filed invoices.
- Facilitated approval of expense requests and performed bank reconciliations.
- Revised and upheld procedural documents.
- Orchestrated both monthly and annual accruals for accurate financial reporting.
- Issued and aligned debit and credit notes, resolving inconsistencies.
- Administered financial adjustments for prepayments and receipts.
- Negotiated bill discounting loans to improve cash management.
- Performed monthly bank and credit card statement reconciliations.
- Developed monthly and quarterly cash flow projections.
- Crafted quarterly cash flow statements for financial analysis.
- Conducted compliance audits in accordance with accounting standards.
- Analysed financial metrics and generated performance evaluation reports.
- Assessed and recommended enhancements for internal control procedures.
- Supported in budgeting and financial forecasting activities.
- Maintained a comprehensive financial record system, including invoice management.
- Led internal audits that identified opportunities, improving operational efficiency by 15%.
- Executed routine account reconciliations, ensuring full regulatory compliance.
- Contributed to tax preparation and filing, achieving a 98% accuracy rate.
- Delivered prompt customer service, achieving a client retention rate above 95%.

## EDUCATION

2017 BACHELOR OF COMMERCE  
MG University| India|

2019 INTERNATIONAL DIPLOMA IN PASSENGER GROUND SERVICE (PGS)  
IATA



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## EXPERTISE IN

Accounts Payable/Accounts Receivable

Financial Reporting

Budgeting

Taxation

Bank Reconciliation

Invoicing

Ticketing/Reservations

Record-keeping

IFRS Standards

External Audit

GST/VAT Filing

Sales Support

## PERSONAL INFO

Nationality :India  
Languages :English|  
Malayalam|Hindi|Tamil  
DOB :27<sup>th</sup> Sep 1995  
Gender :Male  
Marital Status :Single  
Visa Status :Visit Visa  
Visa Expiry. :11/12/2023

## SKILLS

- ZOHO
- MS Office
- Quick Books

## REFERENCES

Available on request