

B-15,
Anand Shopping Centre
Gaushala Lane,
Malad (East),
Mumbai - 400 097.

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Dinesh D. Patel

Objective

To pursue a long-term career in the industry with a view to handle critical/complex assignments independently.

Interpersonal Skills

- Exceptional communicational skills.
- Ability to work as team member and open to new ideas.

Education

Bachelor's degree of Commerce (B.Com.)

- Through Mumbai University, Securing 2nd class position.

Higher Secondary Certificate in Commerce (H.S.C.)

- Through Mumbai Board, Securing 2nd class position.

Secondary School Certificate (S.S.C.)

- Through Mumbai Board, Securing 2nd class position.

Additional Qualification

- Knowledge of 'MPOS' system.
- Knowledge of 'SABRE' Airline ticketing system. (Complete Accounting procedure)
- 'Diploma in System Management' from Aptech Ltd.

Languages

- Native proficiency in Gujrati.
- Well conversant in English, Hindi, Marathi.

Work Experience

April 1998– Till Date

Jet Airways (I) Ltd.

Working as **Sr. Cashier as well as reservation staff.**

Job Responsibilities involved

- Experience in ticketing, reservation as well as booking.
- Co-ordination between International and Domestic airport counters.
- Collection of revenue and banking on daily basis.

- Collection of Excess Baggage both domestic & International.
- Maintaining petty cash and distribution of cash allowances to the staff.
- Preparing Roster of Cashier for the different counters.
- Maintaining EBT & MCO stock of different counters.
- Handling Cash & Credit Card Transaction.
- Also worked as an outstation trainer.

April 1997 – March 1998

Sahara Airlines (I.) Ltd.

Worked as Sr. Cashier

Job Responsibilities involved

- Collection of cash at ticketing counter.
- Collection of revenue and banking on daily basis.
- Maintaining EBT & MCO stock of different counters.
- Maintaining petty cash and distribution of cash allowances to the staff.

March 1994 – March 1997

Damania Airways

Worked as Sr. Cashier

Job Responsibilities involved

- Collection of cash at ticketing counter.
- Collection of revenue and banking on daily basis.
- Maintaining petty cash and distribution of cash allowances to the staff.

Personal Details

Date of Birth – 09th June 1969.

Marital status – Married.

Nationality – Indian

Attitude

Positive approach, Workaholic in nature, readily acceptance of mistakes committed, punctual.

References

Available on request.

Place

Mumbai.

(Dinesh D. Patel)