



Printed Pages : 2

BHM – 603

(Following Paper ID and Roll No. to be filled in your Answer Book)

**PAPER ID : 7472**

Roll No.

--	--	--	--	--	--	--	--	--	--

## BHMCT

(SEM. VI) EXAMINATION, 2007

### FRONT OFFICE OPERATIONS - V

*Time : 2 Hours]*

*[Total Marks : 50*

*Note : Attempt all questions.*

1. Attempt any **two** parts of the following : **7×2 = 14**
  - (a) What is VTL? Draw a VTL and discuss the advantages of VTL.
  - (b) Draw the format of :
    - (i) Paid out voucher
    - (ii) Miscellaneous charge voucher.
  - (c) Discuss check out procedure.
  
2. Attempt any **two** parts of the following : **6×2 = 12**
  - (a) What is a credit card? How do you accept a credit card?
  - (b) Write note on 'Bill to company'.
  - (c) How do you accept payment through a traveller cheque? Explain.

3. Attempt any **two** parts of the following : **6×2 = 12**
- (a) Write a note on authorized agencies for accepting foreign exchange.
  - (b) What are the licenses and documents required for accepting foreign exchange?
  - (c) Write a note on 'foreign guests entitled to pay in Indian currency.
4. Write notes on : (any **two**) **6×2 = 12**
- (a) House rules for safety lockers
  - (b) Starting of shift of front office cashier
  - (c) Ending the shift of front office cashier.
-