

# VISHNU S

## CONTACT

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 vishnusp88@gmail.com

## SKILLS

- Finance / Accounts Management
- Office Administration.
- Inventory Management.
- Purchase Management.
- Project management.

## IT SKILLS

- MS Office
- Tally ERP-9
- SAP B1

## CERTIFICATIONS

- DCAM (Diploma in Corporate Accounts and Management) From Accounting Service Society.

## LANGUAGES

- English, Malayalam & Tamil

## ADDITIONAL INFORMATION

- DOB : 12-May-1988
- Nationality : Indian

A Passionate Person that always excited to learn a new things and challenges. Meanwhile, able to work independently and also play an excellent team player in a past pace environment. Good experience in Handling Inventory, bank Reconciliation, Tax Returns, Verification & Processing of Purchase & sales Invoice/Bills, Preparation of debit & credit vouchers, journal entries, Credit notes & debit notes & Office Administration.

## EXPERIENCE

September 2018 to April 2022

**Purchase Executive, Azeezia Medical College Hospital, Kollam**

- Purchase Order Preparation
- Verification of Purchase bills and confirmation
- Inviting quotation from pharma Companies
- Verification of new medicine intend
- Negotiated and managed vendor contracts.

December 2015 to May 2018

**Monitoring and Evaluation Officer, Darsan Migrant Suraksha Project , Karunagappally**

- Monitored and evaluated sustainability of project procedures and goals.
- Coordinated compliance M&E, achieving project milestones in line with regulatory standards.
- Preparation of Cash book.
- Managing Receipt and Payments
- Managing salary statement and Ledger book.
- Bank Reconciliation

November 2014 to August 2015

**Accounts & Administrative Assistant Kandankulathil Francis Hospital, Ernakulam**

- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Chased missing transactions to help facilitate timely payments.
- Verification and processing of purchase and sales Bills.
- Ensure all accounting transaction and cash handling procedures are in compliance.
- Maintained petty cash for ad-hoc business expenses.
- Reviewed cashflow receipts and other expenditures documentation to compile income information.
- Coordination with the Sales Executives to generate the sales.
- Conducting Review Meetings.
- Calculation of leaves and Salary.
- Kept general ledger documents updated for accurate transaction records.
- Prepared and filed tax returns within assigned deadlines.
- Supervise & manage all the day to day Office Administrative Activities.

February 2012 to April 2014

**Accountant APS (*Alleppey Parcel Service*)**, Alleppey

- Handling Cash Book.
  - Bank Reconciliation.
  - Managing petty cash.
  - Handling Transportation & General expenses.
  - Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
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## **EDUCATION**

2014

**M.Com Finance**

**MG University**