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VINU ANOOPKUMAR

Objective

Aim to work hard in real corporate environment, which would help me to improve my personality traits and be creative in using my skills and proficiency in the best possible way to achieve professional excellence and be an asset to the organization enabling mutual growth.

Strengths:

- A strong sense of commitment & responsibility towards assignments.
- Result oriented and enthusiastic.
- Maintain high levels of confidential information
- Strong verbal and written communication skills
- Strong analytical, problem solving and mathematical skills

Employment History

Ernakulum Medical Centre, Kochi

Experience: From 22nd February 2022 to 28th January 2023

Position: Accounts Clerk/Billing

- Insurance Settlement and Refund
- Doing day to day collection of bills from each wards for verification and proper posting to systems.

JNM Traders, Kochi

Experience: 7th May 2018 to 29th Feb 2020

Position: Front Office Executive cum Admin

- Doing day to day Front Office duties and assisting admin related works.

Mega Oasis General Trading L.L.C, Dubai, U A E

Experience: Since September 2012, May 2016

Position: Office Admin

- Doing day to day office administration
- Handling Cash/Bank transactions of Company
- Avoiding outstanding expenses and managing the petty cash
- Posts such as invoice, purchase orders, official receipts and payment vouchers on day to day basis in computerized accounting system.
- Maintains customer confidence and protects operations by keeping financial information confidential
- Manage distribution of utilities bills and collections of accounts.
- Performed general office duties and administrative tasks.
- Managed the internal and external mail functions.
- Manage the filing, storage and security of documents
- Handles incoming and outgoing calls (receive call, screens, and routes)
- Receives incoming documents, distributes to concerned person
- Maintain hard copy and electronic filing system for Admin files and legal documents relating to office operations
- Responsible for correspondence, documentation, online communication and coordination
- Responsible for receiving and responding to queries from customers and employees of the company

Varna Offset Printers, Cochin, Kerala, India

Experience: January 2011 to May 2012

Position: Accounts Assistant

- Preparation of credit and cash invoices, debit notes, credit notes etc
- Experience in handling cash payments and receipts and balancing the ledger after cash applications
- Posting receipts and collecting payments on timely manner. Contact vendors for invoice to meet month end payments
- Monitoring accounts receivable and accounts payable
- Preparation of invoices and other vouchers
- Doing day to day office administration and accounts

Tandam Entrance Coaching Center, Cochin, Kerala, India

Experience: February 2008 to April 2009

Position: Office Assistant

- Doing Day to day accounts
- Responsible for sending reports to Head Office on daily basics
- Collecting Data for preparing reports
- Preparation of vouchers

M/s. KEIMED LTD, Cochin, Cochin, Kerala, India

Experience: January, 2005 to January 2008

Position: Accountant cum Administration Assistant

- Collecting Data for preparing reports
- Reports to H.O on monthly and Weekly basis.
- Looking after invoicing and outstanding Reconciliation.
- Maintaining all the files related to H.O and the Clients.
- Handled accounts payable and accounts receivable
- Prepared sales invoices refund and agency commission checks create and update databases and excel spreadsheets.
- Monitored proper controls and systems to effectively manage inventory levels.

Educational Qualifications:

- B.com with Co-operation, 2002– 2005 M.G University Kottayam, Kerala, India

Other Qualifications:

- Certified course in Computer Application
- Ms-Office, Internet & e-mail

Languages Known:

- English, Hindi & Malayalam

Personal Details:

- Age: 37 Years
- Date of Birth: 9Th April, 1985
- Nationality: Indian
- Marital Status: Married
- Place : Koonamavu, Edappally

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