



SARATH.V.S

VADAKKEKUTTU (H), THURAVOOR .P.O,
CHERTHALA, ALAPPUZA, KERALA, INDIA

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PROFILE SUMMARY

- I am a result-oriented professional with experience in Supervising and Administration, client relationship management, and finance, currently seeking to pursue a supervisory role in the business and administrative field, in exchange for a solid work ethic, integrity, and commitment to superior performance.
- **14 years of work experience**, Concentrated in the Administration & Supervising, Marketing departments of leading companies.
- Earned a **B.com Taxation** at NSS College, Cherthala, Alappuzha, Kerala.
- **Technical Skills:**
 - Proficient in Tally ERP 9
 - Proficient in MS Office - Excel, Powerpoint,
 - Knowledge of a variety of accounting software
- **Leadership Skills:**
 - Great interpersonal skills with effective communication, allocating of duties, and overall management of multiple workflows.
 - Takes initiative to implement sound financial control, process, and revenue enhancement for the region by closely observing the marketing and making margin changes effectively.
 - Possess logical thinking, good grasping power, and good teamplayer skills.
 - Energetic, self-motivated, and multitasker with experience in data gathering, research information, and timely delivery.

EDUCATION

B.com (Taxation)

NSS COLLEGE, CHERTHALA, ALAPPUZHA, KERALA, INDIA

GRADUATION YEAR: 2006-2009.

EXPERIENCE

MANAGER(WAREHOUSE/ADMINISTRATION)

Bedita Pharmaceutical, Ghana West Africa.

JULY 2019 TO TILL DATE.

- **Company Profile:** *Bedita pharmaceutical is one of the high ranking pharmaceutical establishment in Ghana, West Africa. The company's major business has been the importation of Drugs and Medical products from countries in Europe, Asia, USA and South Africa for Distribution in Ghana.*
- **Job Description:**
 - Coordinate the day-to-day activities and provide training and technical support as required.
 - Managed and Ordered all pharmacy supplies and medications while keeping check of inventory levels.
 - Managed Product inventory, Suggesting and Implementing ideas for improved warehouse processes
 - Managed the effective Leadership of Warehouse Personnel to achieve delivery targets.
 - Auditing of Shop & Warehouse stocks and all the accounts related matters.
 - Preparation of Yearly, Quarterly and Monthly Sales and Collection report and Sales Rep's sales report.
 - Preparing Yearly and Quarterly targets for all shops and Sales rep.
 - Daily maintenance of Imports and Local Purchase report.
 - Placing order for the stocks.
 - Checking all the warehouse transfers, invoicing and complete data in Tally Software.
 - Preparation of prices and Changing time to time.
 - Dealing with all the administrative responsibilities.

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- Preparing Ageing analysis of Debtors ,Creditors and Stock.
 - Preparing Purchase Orders.

Marketing Co-ordinator(Kerala)

TUV Rheinland NIFE – Cochin

JANUARY 2017 TO MAY 2019

- Coordinating central Govt skill development program (Suryamitra)
- Coordinating all Marketing activities
- Coordinating seminars
- Student data collection
- Analysing Market trends and tracking results
- Students Counseling and Registration

Accountant Cum Sales Coordinator

STE Gurmeet SARL (DR Congo,Central Africa)

JULY 2011 TO DEC 2015

- Handling all Home appliances
- Consistently achieved and exceeded individual and team monthly revenuesale quota.
- Analysing market trends and tracking results
- Processed sales data, progress reports and additional sales records andreports.
- Reconciliation of Bank, Debtors, Creditors etc
- Handling Purchase orders
- Maintain books of accounts
- Maintaining stock register.

Accounts Executive

Alapatt Fashion Jewellery

MAY 2009 TO FEB 2010

- Handling & Maintaining accounts up to finalization
- Reconciliation of Bank, Debtors, Creditors etc
- Maintaining Purchase & sales including stock register
Maintain books of accounts

PERSONAL DETAILS

Nationality: Indian

Date of Birth: 25.05.1989

Sex: Male

Father's Name: Sasidharan Nair

Religion & Caste: Hindu, Nair

Passport No: V9055755

Place of Issue: ACCRA

Date of Expiry: 10.06.2031

Language Proficiency: English, Hindi, Malayalam, Tamil

I, the undersigned Mr. Sarath VS hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief.

SARATH V S