

VISWAS P. ACHARI

Kureekkattil House,
Kakkoor, Ernakulam-686662
Kerala-India
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CAREER OBJECTIVE

Seeking a responsible post with an opportunity for professional challenge and growth to support and enhance the objectives of the company.

CAREER EXPERIENCE

- Running **own business** from July 2020 and till continuing
- **5 Years experience as Store and Procurement Assistant in Delta Printing Press Dubai (April 2015 to July 2020)**
 - Store & procurement assistant
 - Manage files/folders and compile records.
 - Manage financial records and light bookkeeping activities.
 - Manage inventory of office supplies and assist in organizing office activities.
 - Mail bills and pay utility bills.
 - Invoicing
 - Good in System Admin Oracle and Epicore Software (International)
- **3 Years experience as Cashier/ Clerk & Internal Auditor in Thrikkakkara Municipal Co-operative Hospital, Kakkanad (Apr 2011 to Dec 2014)**
- **1 Year experience as Branch Head in Manappuram General Finance & Leasing Ltd (Jan 2010 to Dec 2010)**
- **1 Year experience as Office Assistant in Susy Dents(whole sale dental equipments distributors) (Feb 2009 to Dec 2009)**

COMPUTER PROFICIENCY

- Microsoft Office
- E-Mail & Internet
- Forex(Moneygram, Western Union, Instant Cash, UAE Exchange, Travelex ,Zoha Inc, ezremit)
- Centure Soft
- Oracle & Epicore

EDUCATIONAL PERFORMANCE

- **B.Com with Computer Application** (2005-2008) from Viswabrahmana College Vechoochira of **Mahatma Gandhi University**, Kerala State, India.

PERSONAL PROFILE

Name : VISWAS P. ACHARI
Date of Birth & Age : 05-09-1987 & 35 yrs old
Fathers Name : K. P. Ponnappan Achari
Gender : Male
Marital Status : Married
Nationality : Indian
Language Known : English, Hindi, Malayalam & Tamil
Permanent Address : Kureekkattil (House),
Kakkoor (Post-686662)
Ernakulam (District)
Kerala (State)
India.

DECLARATION

I hereby declare that above information given by me is true to the best of my knowledge and belief.

VISWAS P. ACHARI

Place : Ernakulam

Date : 01.07.2023