

# SURYAPRABHA V S

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## TECHNICAL SKILLS

### SOFTWARE

- Tally
- Acumen
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

## NON- TECHNICAL SKILLS

- Accounting
- Communication
- Finance
- Office Administration
- Time Management
- Organization Skills
- Marketing and Sales
- Team Management
- Leadership
- CRM (Customer Relationship Management)
- Analysis & Problem Solving

## PERSONAL DETAILS

Date of Birth : 09/10/1998

Age : 24 yrs

Marital Status : Single

Nationality : Indian

Father Name : Sabu V V

## CAREER OBJECTIVE

To pursue a career in an organization that provides me widest scope for my skills and have an environment to work with latest, emerging and innovative ideas.

## WORK EXPERIENCE

**Rani Group of Companies, Kottayam, Kerala, India**

**(August 2021 – May 2023)**

**Designation: Accounts Officer**

### Job Role:

- In charge of routine accounting system and office administration.
- Examining bank statements and reconciling them with general ledger entries, writing day book (Manual) by using Tally.
- General ledger accounting, AR/AP management.
- Responsible for account receivables and follow-up on payment.
- Handling customer inquiries regarding billing issues.
- Perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipts logs, and posting of cash to the account receivable sub ledger.
- Enter sales orders and follow up on status to ensure timely supply.
- Check daily sales stocks and sales returns.
- Ensure timely collection of payments and conduct credit checks.
- Keeping daily attendance register.
- Tracking overdue invoices and following up on them.

## VISA STATUS

VISIT VISA VALID UP TO  
08/08/2023

## PASSPORT DETAILS

Passport No : T9602646  
Date of Expiry: 16/10/2029

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi

## PERMANENT ADDRESS

Vadakkeanpathil  
Villoonni P O, Arpookara,  
Kottayam, Kerala, India

## EDUCATION

- **MASTER OF BUSINESS ADMINISTRATION (2021)**  
**Specialization - Finance, HR**  
From School of Management and Business Studies, Mahatma Gandhi University, Kerala, India
- **BACHELOR OF BUSINESS ADMINISTRATION (2019)**  
From SN College, Mahatma Gandhi University, Kerala, India
- **HIGHER SECONDARY EDUCATION (2016)**  
Completed higher secondary education from State Board of Kerala, India.

## CERTIFICATIONS

- Tally Certification
- Certificate in Computerised Accounting
- Certificate in British Council Aptis Test
- NSS Certificate for Special Camping Programme

## REFERENCE

- **Mr. Anilkumar**  
Marketing Manager, Rani Group of Companies  
Kottayam, Kerala, India  
Mob: 7356567111
- **Prof. Dr. E Sulaiman**  
Professor, SMBS, MG University, India  
Mob: 9446173667

## DECLARATION

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

SURYAPRABHA V S