



VISHNU KARICHERI

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Visa Status : Visit Visa
Expiry : July 15, 2024
Passport No : W1262625

KEY SKILLS

Tally | ERP | MIS | Peachtree | Quickbooks | VAT | Payroll | MS Excel | MS Word | Bookkeeping | Financial reporting | Financial data analysis | Sales administration

EXPERIENCE

Accounts Executive May 2023 – April 2024

ElPopulo Tech Solutions Pvt. Ltd. Bangalore, India

- Post and process journal entries
- Issue and prepare invoices
- Track and monitor accounts payable
- Assist other departments such as HR and Marketing
- Assist in the process of preparing financial statements

Sales Executive June 2022 – April 2023

Bluechip Corporate Investment Centre Pvt.Ltd. Wayanad, Kerala, India

- Research and source potential clients and build long term relationships with them
- Persuade prospective clients to engage in a phone conversation and meeting to discuss insurance product
- Deliver approved policies to new clients and explain benefits and risk of the policy
- Fill out and submit applications, issue quotes, maintain client records and prepare reports

Sales Coordinator Oct 2020 – Nov 2021

Leistung Relume Pvt. Ltd. Kerala, India

- Guide and assist sellers and buyers in marketing and purchasing property for the right price under the best terms.

EDUCATION

- **Diploma in Global Accounting Jan 2022**
STED Council, Government of India
- **Bachelors of Commerce Aug 2017 – Mar 2020**
Kannur University
- **Higher Secondary Education Jun 2015 – Mar 2017**
GHSS Bethurpara

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

SOFT SKILLS

Time Management | Adaptability | Attention to detail | Decision Making | Critical Thinking | Teamwork