



SIVASANKARAN EDAKKAT

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[LinkedIn](#)

Dynamic Accountant and Assistant Purchaser with Proven Experience in
Procurement and Financial Management

SUMMARY

Results-oriented professional with diverse experience in accounting, procurement, and logistics. Demonstrated ability to manage supplier relationships, prepare financial documents, and streamline operations across various sectors. Seeking opportunities to leverage skills in a challenging role within a reputed organization.

SKILLS

Accounting

Quotations and Invoices Preparation, Bank Reconciling, Payment Follow-up, Purchase Order Preparation, Sales Invoice Preparation, Receipt Voucher Preparation, Job Work Analysis, Petty Cash Management, Price Negotiation

Logistics and Procurement

Supplier Relationship Management, Material Tracking, Purchase Entry Management, Material Quality Assurance

Computer Skills

Tally ERP 9.0, MS Excel, MS Word, Zoho, Email and Internet Browsing

Languages Known

English, Malayalam, Hindi, Tamil

WORK EXPERIENCE

Accountant at Star Digital Prints, Dubai — Jul 2021 - Jul 2022

- Responsible for preparing various financial documents such as Quotations, Invoices, Delivery Notes, and LPOs.
- Conducted bank reconciliations and managed purchase entries and petty cash efficiently.
- Oversaw receipt management, passport handling, and ensured timely payment follow-ups with clients.

Sr. Agency Recruitment & Development Manager at Reliance Nippon Life Insurance, Palakkad Branch — Jun 2020 - Nov 2020

- Oversaw recruitment efforts for Marketing Associates and provided training to enhance their business skills.
- Identified potential prospects and applied strategic communication to generate business.

Asst. Purchaser at Tetra Advertising LLC, Dubai — Dec 2018 - Dec 2019

- Effectively prepared Purchase Orders, Sales Invoices, and Goods Receipt Notes (GRNs).
- Managed financial documentation including payment and receipt vouchers along with manufacturing entries.
- Executed store operations and materials management while negotiating effectively with suppliers.

Store Assistant at Amrita Institute of Medical Sciences & Research Centre, Edappally, Ernakulam — Jan 2018 - Nov 2018

- Contributed to the efficient functioning of the main store and Cathlab sub-store for a period of ten months.

Executive at Revathi Enterprises, A division of DTDC Express Ltd. — Feb 2016 - Jun 2017

- Effectively managed logistics and cargo clearing operations for smooth service delivery.

- Oversaw all bookings and addressed customer concerns related to shipment tracking and delivery.

EDUCATION

B. COM in Computer Application from Calicut University — Jan 2013 - Jan 2016

- Completed a Bachelor of Commerce program specializing in Computer Applications.

Plus Two in Commerce from Kerala State — Jan 2011 - Jan 2013

- Achieved completed Plus Two in the field of Commerce.

SSLC from Central Board of Secondary Education - Jan 2011

- Obtained SSLC from the Central Board of Secondary Education.

RECOGNITIONS

Star Agent — Apr 2017

Received a Certificate of Recognition from DXN Marketing India Private Limited for achieving the position of Star Agent in April 2017.

PERSONAL DETAILS

Date of Birth

Date of Birth: 17 March 1995

Passport Information — Dec 2022 - Dec 2032

Passport Number: W 8826647; Issued on: 21 December 2022; Expires on: 20 December 2032; Place of Issue: Cochin

Nationality

Nationality: Indian.

Permanent Address

Permanent Address: Padmalayam, Near Ayurvedic Dispensary, Pakkad, Mudappallur (Post), Palakkad (Dist), Kerala, 678705.

Marital Status

Marital Status: Unmarried.

ACHIEVEMENTS

Sports Achievements

Secured Third Place in Shot Put, Second Place in Volleyball, and First Place in Kabbadi at events conducted by Thunchathezhuthachan College, Elevanchery, Palakkad.