



# VISHNU PUTHUR

ACCOUNTANT ASSISTANT

## PERSONAL DETAILS



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+971564735388



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Address  
Al satwa Street 12 Dubai - 00000,  
United Arab Emirates

## LINKS

[LinkedIn](#)

[Facebook](#)

[Instagram](#)

## SKILLS

Effective Time Management

Adaptability

Multitasking Skill

Problem Solving Skills

Microsoft Office



## SUMMARY

Accounts assistants supply administrative support to accountants by performing clerical tasks such as filing, handling mail, making phone calls, replying to emails and basic bookkeeping.



## WORK EXPERIENCE

### Assistant Trainee

11/2022 - 11/2023

#### Accounts Services Society, Irinjalkunda

1 year Accounting trainee in accounts services society.

Key responsibilities :

- Maintain and balance daily collection & petty cash fund twice daily.
- Monitoring and communicate cheque clearance, bouncing cheques, and refund cheques.
- Manage balance sheets and profit/loss statements.
- Compute taxes and prepare tax returns.
- Ensure timely bank payments.
- Raise sales & Service invoice thru SAP ERP System

### Assistant Trainee

9/2022 - 10/2022

#### Flipkart Mother Hub, Bengaluru, Karnataka

45 days Internship program in Flipkart supply chain facility

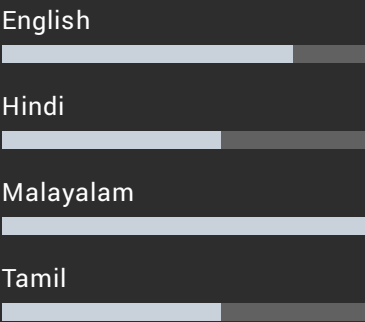
Key responsibilities :

- Coordinate and monitor supply chain operations.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse, stock, executed orders.

HOBBIES

Cricket  
Football  
Listening Music  
Cooking  
Reading Articles

LANGUAGE



TECHNICAL SKILLS

MS Excel  
MS Word  
PowerPoint  
QuickBook  
Peachtree  
SAP FICO  
SAP MM  
SAP B1  
Tally  
VAT



EDUCATION

**Maya College, Vallapad**  
**B.Com Finance (6/2017 - 8/2020)**

(Affiliated to Calicut University)  
Marks : 53.40%

**Future Educity, Poomala**  
**Post Graduate Diploma In Logistics And Supply Chain Management**  
**(6/2021 - 7/2022)**

(Affiliated to Jain University)  
Marks : 91%

**Vocational Higher Secondary School, Karalam**  
**Higher Secondary School (6/2014 - 3/2016)**

(Affiliated to State Board of Kerala)  
Marks : 56%

**National Higher Secondary School, Irinjalakuda**  
**SSLC (3/2013 - 5/2014)**

(Affiliated to State Board of Kerala)  
Marks : 67%



CERTIFICATE COURSES

**Professional Diploma In Computerized Financial Accounting** 4/2022  
Maya College, Vallapad

**Certified Warehouse Professional** 10/2022  
Malabar Institute Of Business Management, Malappuram

**Professional Diploma In Coperates Accounts And Material Management** 10/2023  
Accounts Services Society, Irinjalkunda

**SAP MM** 4/2023  
Accounts Services Society, Irinjalkunda

**SAP FICO** 7/2023  
Accounts Services Society, Irinjalkunda

**Advance Warehouse Management** 11/2023  
Logistics Skills Council Of India, Chennai