



VIVEK. V B

Objective

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and experience in your organization that is progressive intellectually, technically and one in which practices collaborative leadership, integrity, and honesty.

ACADEMIC QUALIFICATION

Bachelor of commerce

2020-2023 | University of Kerala

Higher Secondary Education **Computer Science** with aggregate of 72 %

2017-2019 | Board of Kerala

CERTIFICATIONS

SAP FICO 

CERTIFIED ON SAP SE

- FI-GL
- Accounts Payable
- Accounts Receivable
- Banking
- Asset Accounting
- Controlling
- Automatic Payment Program

TALLY SOLUTIONS ERP (TALLY PRIME) 

CERTIFIED ON TALLY SOLUTIONS

- Accounting
- Billing
- Payroll
- Banking
- Taxation
- Inventory
- GST & UAE VAT
- FOREIGN ACCOUNTING

ADVANCED MICROSOFT EXCEL

CERTIFIED ON MICROSOFT

- Formatting and Proofing
- Advanced Paste Special Techniques
- Sorting and Filtering
- Printing Workbooks
- Logical Functions
- Data Validation
- Pivot Tables

Address: Building No 22,206
Discovery Garden
Dubai, United Arab Emirates

Phone No: +971-525536193

E-mail: vbvivek12@gmail.com

Father's Name: V P Venukumar

Date of Birth: 18/03/2000

Nationality: Indian

Passport No: S1893282

Languages

English

Hindi

Tamil

Malayalam

Basic Arabic

LinkedIn

<https://www.linkedin.com/in/vivek-venukumar-bindhu-351b66262>

WORK EXPERIENCE

Cokonet Technologies Pvt Ltd

Role: **SAP TRAINER**

Location: Kerala

Duration: October 2022 – September 2023

Responsibilities

- Lead the end-user training work stream activities.
- Train on support tools and system administration.
- Introducing the teaching modules.
- Coordinate the training activities with the process team.
- Execute training development programs.

Baba Tech | Manufacturers of Scaffolding, Shuttering and Power Tools Distributor

Role: **OFFICE ASSISTANT**

Location: Kerala

Duration: June 2019 – April 2020

Responsibilities

- Handling incoming calls and other communications.
- Managing filing system.
- Maintaining supply inventory.
- Updating paperwork and maintaining documents.
- Assisted on duties of accounts and finance departments.

ACHIEVEMENTS

- Participated in Kerala University Inter-Collegiate Athletics Championship
| **2021-22,2022-23**
Merit: **Participation**
- Participated in 61st Kerala State School Games Hockey Championship
| **2018-2019**
Merit: **Second**
- Participated in Kerala Hockey Association Junior Hockey State Championship
| **2018-2019**
Merit: **Participation**
- Participated in State Level Rural Competition under Rajiv Gandhi Kehl
Abhiyan Hockey Championship | **2015-2016**
Merit: **Second**
- Participated in Kerala State Youth Welfare Board Athletics Championship
| **2019-2020**
Merit: **First**
- Participated in District Level Games and Events
Football | **2018-2019**
Kabaddi | **2018-2019**
Athletics | **2018-2019**
Basketball | **2015-2016**

SKILLS

- Proficient in Microsoft Packages
- Basic Programming
- Photoshop

DECLARATION

I hereby declare that all the information's given above are true and correct with the best of my knowledge and I bear the responsibility for the above-mentioned particulars.

VIVEK. V B