



VISHNU PUTHUKKUDI

CONTACT

✉ vishnuputhukkudi001@gmail.com

☎ +971 566537758

📍 Abu Dhabi,UAE

PERSONAL DETAILS

Date of Birth : 09/04/1996

Birth

Passport : R 6165316

Driving Licence : Valid UAE Driving License (Manual)

Visa Status : Residence Visa

SKILLS

Strong written and oral communication.

80%

Organization and attention to detail.

100%

Analytical and problem solving skills.

100%

Time management Systems analysis.

80%

Critical thinking active learning

100%

Maintaining good relationship with others

100%

OBJECTIVE

Seeking a challenging career in Accounting Department with a progressive result oriented organization that offers ample opportunities to improve and grow personally and professionally so as to accomplish the organizational as well as personal goals.

CAREER SUMMARY

Bachelor of commerce (Corp) with 2 year of experience in FMCG sector (UAE) , And 2 year of experience in Accounts,Cashier role.

Proficient with computer skills and comfortable with MS office packages, Excel, Word Internet and Emails.

Demonstrated abilities to co-ordinate the efforts of alarge team of diverse employees.

Efficient in generating Daily reports and record upkeep.

High level of Personal integrity and workplace ethics.

Skills in ERP Packages of SAP Business One, FI/CO, Tally 9.0, Peachtree, Quick Books.

EXPERIENCE

Sales Coordinator - Abu Dhabi ,UAE

Jan-2022 -

Golden Road Trading LLC

Present

* Coordinating the sales team by managing schedules, filing sales related documents and communicating relevant information.

* Managing all the sales related activity of the company.

* Ensures that sales orders are received according to each day's schedule and deliveries are made on time.

* Effectively communicating with customers in a professional and friendly manner

*Monitor the team's progress, identify shortcomings and propose improvements.

*Prepares monthly sales report and product brand wise report.

*Ensures that the sales team achieves the sales target for each month.

*Prepares sales invoices in each day's

*Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents

LANGUAGES

English
Hindi
Malayalam

Head Cashier - Kerala ,India

Feb-2020 - Sep-
2021

Kerala State Financial Enterprises

- * Collect Cash, Cheques, And Credit Card payments from customers
- * Issue receipts to customers.
- * Deal with returns and refunds as necessary
- * Answer customer questions as they arise
- * Open and close the registers, monitoring cash limits and ensuring quality customer service at all times
- * Operate POS cash register, handling 80 transactions on average daily, and count money in cash drawers to ensure the amount is correct
- * Develop reputation for prompt, efficient service with high level of accuracy.
- * Solve billing problems and handled customer inquiries
- * Responsible for balanced cash draw at close of shift
- * Generation Of Bank Vouchers And POS Vouchers

Accountant Trainee - Kerala ,India

Feb-2018 - May-
2019

Kerala State Municipal Office

- * Handling monthly journal entries
- * Managing Daily Payment Entries
- * Preparation of Receipts And Payments ,Income And Expenditures And Balance sheets.
- * Preparation of various accounting reports
- * Preparation Of Daily Bank Reconciliation And Bank Reconciliation Statements Keeping
- * Preparation of Cash Book, And Checking
- * Assisting With Budget Preparation
- * Preparation Of monthly Salary Statement in Excell.
- * Preparation of IT, VAT, KSFE Statement in Word
- * Completing Financial Reports On Regular Basis And Providing Information To The Finance Team
- * Keeping All Vouchers

EDUCATION

B.COM

2013-2016

Calicut University

Diploma In Corporate Accounts And Management

2016-2017

Accountants Servise Society

DECLARATION

"I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above- mentioned particulars."

VISHNU PUTHUKKUDI
