



SHARATH K V

PROFILE

To contribute my skills and knowledge at its best to the organization for its growth. My dedication, confidence, innovativeness and interpersonal skills will stand on for deriving maximum output for the enterprise.

EXPERIENCE

❖ **Worked at Real Electrical and Plumbing ,Mavungal Kasaragod,Kerala (01/2019to 05/2021)**

Designation: Billing Staff & Sales

Duties and Responsibilities

- ✓ Manage account balances to discover outstanding debts or other inconsistencies
- ✓ Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)
- ✓ Check the data input in the accounting system to ensure accuracy of final bill
- ✓ Issue invoices and bills and sent them to customers
- ✓ Issue customer account statements periodically or whenever necessary
- ✓ Receive payments through various methods (cash, online payments etc.) and check for credibility

❖ **SAMCO Smt Trade Centre,Santhosh Nagar, Kasaragod, Kerala (10/12/2022 to 17/10/2023)**

Designation: Accountant Cum Storekeeper

Duties and Responsibilities

- ✓ To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- ✓ To check the materials thoroughly for quality, quantity, specification condition, condition etc.
- ✓ To categories the materials categorywise and stock in the appropriate locations.
- ✓ To take appropriate action for care and preservation of the materials.
- ✓ Manage all accounting transactions.
- ✓ Prepare budget forecasts.
- ✓ Publish financial statements in time.
- ✓ Handle monthly, quarterly and annual closings.
- ✓ Reconcile accounts payable and receivable.
- ✓ Ensure timely bank payments.

PROFESSIONAL QUALIFICATIONS

❖ **Virtual Interactive Business Experiment System**

(Indian & Foreign Accounting Course)

2023- Sreesankaracharya Computer Centre Pvt Ltd, Kanhangad

Software

- Tally Prime
- Peachtree
- Treadeasy
- Excel
- Quickbook

DECLARATION

I sincerely proclaim that all the facts in my resume are accurate, and I am responsible for their accuracy.

SHARATH K V

CONTACT



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EDUCATION

➤ 2018| *HIGHER SECONDARY BOARD OF EXAMINATION, KERALA, INDIA.*

Plus Two

➤ 2016| *KERALA STATE BOARD OF EXAMINATION, KERALA, INDIA.*

SSLC (Matriculation)

PERSONAL DETAILS

- ✓ Date of birth :06/02/2000
- ✓ Gender :Male
- ✓ Languages known :English, Malayalam & Hindi

HIGHLIGHTS

- ✓ Results-oriented
- ✓ Revenue generation
- ✓ Business development
- ✓ Effective marketing
- ✓ Organizational capacity
- ✓ Operability and commitment
- ✓ Ability to motivate staff and maintain good relations
- ✓ Resistance to stress
- ✓ Good manners

PASSPORT DETAILS

- Passport No:U7839952
- Date of Issue:11/11/2020
- Date of Expiry:10/11/2030
- Visa Status: Visit Visa