



vishnu v

ACCOUNT ASSISTANT

My Contact

✉ vishnusreekrishna002@gmail.com

☎ +91 9048444035

📍 DUBAI ,ABU DHABI

🌐 www.linkedin.com/in/vishnuvivekanandan

Hard Skill

- Strategic planning
- Team building
- System implementation
- Customer relations
- Process improvement
- Procedure development
- Analytical
- Financial oversight

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- **Bharathiyar university**
*Masters of Business Administration
specialized in finance and marketing*
Completed in 2020
- **Mahatma Gandhi university**
Bsc Physics

Completed in 2015
- **G Tech computer Education**
G-Accountant (Tally)

Completed in 2016

About Me

Enthusiastic Business Management professional. With 5-year experience in Accounts, Management, administration and business development. Expert in the implementation of each project. Eager to learn new technologies.

Professional Experience

ASIANET SATELLITE COMMUNICATION LIMITED

| Business development executive

2022 – 2024

- Help managers complete daily tasks
- (e.g. Implementing new policies)
- Understand each department's (e.g. Marketing, Sales) daily processes and goal
- Provide administrative support
- Participate in company's strategic planning
- Collaborate with senior managers of archiving marketing strategies
- Archived 50% of target on monthly basis.
- Act as first point of contact for customers and solved this quire as soon as possible
- Actively participate in company strategic planning for growth and customer satisfaction
- Maintained CRM software for customer queries.

Ambalamugal Government covid hospital | Administrative officer

2021 – 2022

- Managing office supplies and placing orders
- Preparing regular financial and
- Administrative reports
- Administrative statuaries in the office, placing orders according to the requirement
- Prepared regular finance administrative reports for review meetings
- Deals with incoming mails and called with quick response
- Efficiently managed calendars for time management, schedule meetings and for making appointments

Uthkritha infrastructure PVT LTD/Project co Ordinator

• 2020 – 2021 •

- Meeting with clients
- Resolution of issues related to project
- Providing overall support and handling key account projects from initial stages to completion.
- Compiling project status reports in addition to keeping the Site updated throughout
-

Interests

- Cricket
- Web surfing
- Football
- Blogging
- Marketing

Volunteering

- NCC

Certificate course

- Computer hardware
- Excell
- Tally ERP 9

Reference

P H Mohanan
Chief Engineer
Essar Shipping
ph: 9142494381
mpkmohanan@rediffmail.com

Mr Arun S
Minds Media Ads / CEO
ph:9020709911
mindsmediaads@gmail.com

- Coordinating project and manufacture schedules to ensure the project stays on track.
- Managing day to day walk-in clients and their accounts for minor purchases.
- Streamlining processes for ordering & material alterations as per client demands
- Creating a functional solution through organised templates which help maintain & educate team for supervising and following up of day-to-day orders
- Keeping track of costing and budgets for various projects

Chirayath bankers |Account Assistant

2017 – 2019

Key responsibilities:

- Managing company ledger
- Preparation of purchase bill and sales bill using tally software
- updating account payable and preforming
- Assist GST consultant
- Manage account and performed book keeping of day-to-day transactions
- Confidently Maintaining all financial data
- Assisted in preparation of monthly and yearly closing

Minds Media Ads | Sales Executive

2015 – 2017

- Meeting with clients
- demonstrating and presenting products.
- establishing new business.
- maintaining accurate records.
- attending trade exhibitions, conferences and meetings.
- reviewing sales performance.
- negotiating contracts and packages.
-