



VYSHAKH M

OBJECTIVE

To work as a successful professional in a challenging and dynamic environment and to keep adding value and goodwill to the organization and upgrading my career

ADDRESS

Mamballi house, valliayai
(Po) pathayakunnu ,kannur
Pin 670691

CONTACT

PHONE:
+91 9946713221

EMAIL:
Vyshakh2131@gmail.com

PERSONAL INFORMATIONS

- Date of birth : 17-01-1997
- Gender :male
- Nationality : Indian
- Marital status :single
- Driving license:valid in India

ACADEMIC CREDENTIALS

- **Graduation**
Bachelor of commerce specialized in co-operation from Calicut university, Between 2014-2017

PROFESSIONAL EXPERIENCE

- **Purchase Executive**

XOPACK PVT. LTD. Kakkanad,kochi /June 2020 to present

- Daily stock updates
- Inward material check
- Material allocation for production
- Godown and Store in charge – Issue material as per material requisition slip and update the status of stock to functional head
- Verification and costing of purchase invoice
- Other duties assigned by functional head

- **Accountant**

METRO STYLE ,Thalassery /January 2018 to March 2020

- Process journal entries and perform accounting correction to ensure accurate records
- Recorded financial transaction by entering account information and Prepared monthly closing entries
- Managing& create purchase orders
- Enter general ledger data ensuring correct coding for payments are accurate in the system
- Assisted with incoming earnings&outgoing payments
- Organized files, records, cash &cash equivalents to comply with policy & procedure
- prepare company debit & credit documents

- **Billing Staff**

SUNSHINE FASHION CITY,Tly /April 2016 to jan 2017

LANGUAGES KNOWN

- Malayalam
- English
- Hindi
- Tamil

KEY SKILLS

- Posting and processing journal entries to ensure all transactions are recorded
- Preparation financial statement
- Prepares payments by verifying documentation
- Manage accounting transitions
- Handle monthly, quarterly and annual closings
- Assist in the reviewing of expenses, payroll records etc.

PERSONAL SKILLS

- Good trouble shooting and problem solving skill
- Lead a team and decision maker
- Able to adopt new surroundings
- Proper communication , Continues learning interest
- Ability to take responsibilities
- Self motivation & confident
- Honesty& hardworking
- Ability to cope up with any situation

TECHNICAL SKILLS

- Tally ERP9
- PEACHTREE
- Quick Book
- Tradeasy
- Microsoft office [excel, word]

PROFESSIONAL QUALIFICATION

- Virtual Interactive Business Experiment System (VIBES)Course completed from sree sankaracharya computer centre, Thalassery, certification from **Bharathiar university**

CERTIFICATES AND COURCES

- One year experience certificate as a part of VIBES course
- Certification in Microsoft Excel
- Certification in business logistics
- Certification in computerized accounting (Tally, Peachtree, quick books, tradeasy)

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belied

Date :

Place :

VYSHAKH. M