



Vineeth Chandran

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OBJECTIVE

Aiming to achieve a challenging and a successful carrier where I can make a significant contribution using my innovative ideas, knowledge, skills & experience with the objective of development and growth of the organization.

SKILL SUMMARY

- Very good skills for problem solving and willingness to learn.
- An analytical mind with the ability to think clearly and logically.
- Excellent spoken & written communication skills, problem-solving skills.
- Have positive attitude, high energy level, willing to take new challenges.

WORK HISTORY

- **Art wood interiors**

Manama ,Bahrain

Position: Accountant (currently)

Responsibilities:

- Received payments from customers.
- Provided assistance to store clerk by attending to customer requests.
- Prepared daily sales reports.
- Conducted physical inventory of store supplies on a regular basis
- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Payment of salaries
- VAT Filling

- **Star health and allied insurance co ltd**

Kollam, Kerala

Position: Relationship manager (20th September 2018 to 15th march 2019)

Responsibilities:

- Create and enforce plans that will help meet the needs of customers
- Build long-term relationships with clients and customers
- Work quickly to address and resolve customer issues
- Create strategies and work with clients to boost their brand
- Help promote and maintain a positive company image

- **Industrial renewing consultancy ltd**

Pathanamthitta, Kerala

Position: Accountant (5th January 2016 to 10th October 2017)

Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

- **Shriram finance**

Pathanamthitta, Kerala, India

Position: Business executive (12th October 2015 to 31st december2015)

Responsibilities:

- Build contacts with potential clients to create new business opportunities
- Keep prospective client database updated
- Make cold calls for new business leads
- Support in writing new business proposals
- Maintain knowledge of all product and service offerings of the company
- Arrange meetings for senior management with prospective clients
- Follow company guidelines and procedures for acquisition of customers, submission of tenders etc.

EDUCATIONAL QUALIFICATION

- Master of Business Administration (MBA) – Finance – Bharathiyar University
- PGPBM -Banking and Insurance
- BBA - MG University

COMPUTER SKILLS

- Windows 10, 8, 7
- MS Word
- MS-Office
- Tally

PROJECTS

- PG : Done internship in Enjayes Spices & Chemical oils Private Limited as Exporting trainee.
- PG : Organizational Study on Enjayes Spices & Chemical oils Private Limited

PERSONAL INFORMATION

- Nationality : Indian
- Date of Birth : 07 April 1993
- Address : Pulari House
V.Kottayam P.O, Pathanamthitta,
Kerala, India -689656
- Languages Known: : English,Hindi, Malayalam

PASSPORT DETAILS

Passport No : S3418249
Date of Issue : 25/07/2018
Date of Expiry : 24/07/2028
Place of Issue : Trivandrum

Declaration

I hereby declare that the above stated are true and correct to my knowledge and belief.