

# SARATH VELANPARAMBIL SOMAN



## CONTACT DETAILS

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- 📞 +973 33078654
- 🏠 AL-HIDD, BAHRAIN
- 📅 02 DEC 1995
- 🌐 INDIAN

## SKILLS

- Attention to detail
- Quick learning
- Decision making
- Team work
- Tally, MS Office
- Problem solving skills
- Time management

## LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

## OBJECTIVE

Always Keep maximum effort in office management and accounting operations. Expertise in Billing and collections, invoices, Maintain records of Payments and Account Receivable. Proven history of reducing process errors and enhancing performance through strategic planning. Proactively resolves issues while achieving challenging goals and objectives.

## EXPERIENCE

ACCOUNTS ASSISTANT  
OCT 2021 - PRESENT

GULF BAZ TRADING CO W.L.L.  
AL-HIDD BAHRAIN

- Daily invoicing & collection
- Book keeping (Receipts & payments)
- Maintaining Stock

STORE KEEPER  
2017 - 2021

LEVI'S STRAUSS & Co.  
KOCHI, KERALA

- Managing and recording daily Sales & Cash.
- Maintaining and proper utilization of stock.
- Taking necessary steps for increase sales.
- Customer relationship.

## EDUCATION

B.COM (COMPUTER APPLICATION)  
2013 - 2017

MG UNIVERSITY,  
KERALA

PLUS TWO (COMMERCE)  
2012 - 2013

CBSE  
DELHI

## REFERENCE

VIGNESH (SENIOR ACCOUNTANT), GULF BAZ TRADING +973 35455174