



## Visakh. S

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### Introduction

To be in a challenging position in a technology focused and innovative organization supported by world class infrastructure and work environment that encourages creativity and team spirit where I will get opportunity to utilize my knowledge in my work. It must also provide the environment for professional growth

### KEY SKILLS AND COMPETENCIES

- Excellent customer facing skills.
- A positive attitude towards customer service and good communication skills.
- Ability to be clear & concise when explaining technical procedures to customers.
- Desktop support
- Basic installation in ADS

### Academics

2015- University	<b>B.com Computer Application</b> Presidency College, Charummoodu, Kerala, India	<b>First Class Graduate</b>
2012-Higher Secondary	Govt. B H S S Adoor, Kerala, India	<b>59%</b>
2010- Secondary School	Govt. B H S S Adoor, Kerala, India	<b>73%</b>

**Operating Systems:** Windows 7, Windows 8, Linux Opensuse

<u>Technical Qualification</u>	<u>Software</u>	<u>CPR No.</u>
Computer Hardware & Networking	MS-Office XP to 2010 (word, Excel), <b>Tally</b>	940833751

## Experience and Expertise

### **Scorpio Tiles Pvt. Ltd., India - Accountant**

July 2015 – August 2017

#### **Accountabilities:**

- ✓ Maintaining of accounts
- ✓ Processing of wages/salaries
- ✓ Bank Account Reconciliation

### **Steelmark Mideast WLL, Bahrain - Accountant**

October 2017 – Present

#### **Accountabilities:**

- ✓ Prepare all Journal Vouchers for Day to day activities & Maintain complete Books of Accounts
- ✓ Preparing Vouchers, Invoices, Payment vouchers, Receipts & Manage Purchase and sales returns
- ✓ Manage cash & Cash equivalents & control liquidity
- ✓ Periodically Updating ageing reports of debtors , creditors & Outstanding for coordinating collection & Payments
- ✓ Reconciliation of Banks, Customers account, supplier account, Associated & Intercompany accounts periodically
- ✓ Reconciled inventory and altered journal entries to match general ledger with inventory system
- ✓ Prepare financial reports on periodic basis includes Trail Balance, Profit and loss statements, Balance sheet , Cash flow statement and other reports as per management demands
- ✓ Book fixed assets and maintain register for provision of depreciation
- ✓ Actively participated and interacting with the valuable clients/delegates, Liaison with all levels of Management, Departments, internal and external auditors, Banks & Regulatory agencies
- ✓ Assist in interim and yearend audit with Internal & External auditors
- ✓ Performs other duties as assigned by seniors & Management

#### **Personal Details:**

Nationality	Indian	Date of Birth: 22.08.1994
Fluent Languages	English, Hindi, Malayalam	Marital Status: Unmarried

I hereby certify that all information included in this CV is true and deemed fit to be included for employment applications.

Place: Kingdom of Bahrain

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