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|  **VYSAKH****VYSAKH.375527@2freemail.com** |  |
| **Profile Summary** |  |
| A confident, multi-skilled warehouse keeper with good knowledge of warehouse managing procedures plus having a strong background from the accounting sector. Exceptional analytical problem solving skills & able to provide information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assistant in maintenance & development of warehouse procedures. Proven track record in warehouse management and stock managing and team coordination. Strategic thinker who hold exceptional skills in dealing with multicultural clients. Performing effectively under work pressure. Goal oriented team player with outstanding communication, interpersonal, analytical, problem solving, time management and high level correspondence skillNow looking for a new challenging position, one which will make best use of my existing skills and experience and also further my development. | **STRENGTHS*** Strong determination to succeed
* Highly organized - can priorities work schedules, manage time effectively and meet deadlines
* Resourceful, proactive and have initiative
* Quick learner and hardworking
* Flexible and adapt quickly to new working environments
* Highly trustworthy, discreet & ethical.
* Possess strong analytical & problem solving skills. With the ability to make well thought out decisions.

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| **Qualifications** |  |

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| Master Of Commerce (FINANCE&TAXATION) - M.G University, India (61%) | 2014 |
| Bachelor of Commerce - ( FINANCE & TAXATION ) – M.G University, India ( 63% ) | 2012 |
| Higher Secondary – DBHSS – Thiruvalla, Kerala, India (65%)SSLC – P.M.V High School – Thiruvalla, Kerala, India (70%) | 20092007 |

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| **Experience Snapshot** |  |
| **CONCORDE MOTORS INDIA LTD, Mavelikara, Kerala, India - STORE KEEPER/ ACCOUNTANT ( OCT 2015 to DEC 2016)**(*Company profile :*Concorde Motors is one of the leading authorised Tata Car dealers in India.Being a wholly owned subsidiary of Tata Motors, (*100% Tata Motors Subsidiary Company)* Concorde has won several accolades for its outstanding customer service and business excellence.) |
| * Managing showroom stocks
* Verifying stocks coming from factories
* Arranging stocks based on customer requirement
* Updating stock reports
* Preparing & issuing stock transfer advice
* Arranging stocks to customer based on their requirement
* Managing car accessories warehouse
* Store purchase (accessories)
* Checkingbill wise details of stock
* Maintaining Petty Cash book.
* Bank Reconciliation

**MRF LIMITED (JAN 2017 ) TO ( NOV 2017 ) – STOREKEEPER / ACCOUNTANT – Sales Depot Neyveli , Chennai , Tamil Nadu , India***Companyprofile : MRF is an Indian multinational and the largest manufacturer of tyres in India** Managing MRF tyre Warehouse.
* Preparing Inter Branch Transfer Advice.
* Preparing and arranging supporting documents for stock transfer.
* Checking bill wise details of stock and giving supply to dealer.
* Submitting stock report quarterly to the management.
* Verifying stocks coming from factory.
* Billing and supplying stocks to MRF dealers following first in first out method.
* Arranging stocks to MRF dealers based on their requirement.
* Managing warehouse space for arranging stocks.
* Warehouse supervising.
* Checking expiry of Tyres and returning expired tyres.
* Returning defective tyres under warranty period.
* Maintaining Petty Cash book.
* Bank Reconciliation.
* Maintaining proper time sheet in the warehouse.
* Issuing payments to the transporting company.
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| **inte****Passion**  |  |
| * Passion for Media and Social Works
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| **IT Skills**

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| * Office Package: Microsoft Word, Microsoft Excel, Microsoft PowerPoint,

Accounting software tally ERP 9, SAP |

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| **Personal Details** |  |
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| NationalityGender | :: | Indian Male |
| Date of Birth | : | 10/01/1991 |
| Marital Status | : | Single |
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| Language’s KnownIdentification mark | :::  | English , Malayalam , Hindi , TamilA black mole on the upper part of the back |
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| **Passport Details** |  |
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| Place of Issue | : | Trivandrum, India |
| Date of Issue | : | 09/03/2016 |
| Date of Expiry | : | 08/03/2026 |
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