**Gulfjobseeker.com CV No:** **77790**

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**My Profile**

Intend to build a career in a reputed company, where I can apply my existing knowledge and skills and have ample scope for learning and development. Being creative and innovative should be able to prove that I can do best to the company.

Worked effectively in computerized inventory system and exceptionally demonstrated positive attitude towards job profiles.  Possess an ability to work logically & systematically, handle electronic data, deal with different levels of people, perform under pressure and holds strong interpersonal & communication skills**.**

**Major Achievements**

•   Gained  experience in **Accounts Payable** process (invoice processing) in Siemens Private

Limited (UK Based Company), Bangalore (India)

•  Strong Leadership skills, Negotiation skills, Team Management and Excellent communication skills.

•  Gained knowledge in **sales and marketing** as I was handling corporate sales at Toyota, Bangalore, (India).

•   Could achieve & maintain 100 % accuracy in Annual inventory.

**Professional Experience**

* Worked as **Accounts & Finance Service** with **M/s.** **SIEMENS PVT. LTD.,** Accounts & Finance for One Year (2013-14).
* Worked as **Sales Executive** with **M/s. TOYOTA** for Five Months (2012-13).

**Core Competencies**

* Reporting to Team Leader Back Office Services.
* Effective coordination and negotiation with colleagues & customers.
* Managing the day to day overall activities of accounts payable.
* Monitoring the team performance; identifying the areas for improvement, organizing training, and conducting meetings to discuss relevant issues at the Team level.
* Working closely with the other departments in order to deliver and achieve target and objectives set by the management.
* Maintain regular reports & statistics on daily, weekly and monthly basis.
* Ensuring adherence to health, safety, cleanliness and security policies in working area.
* Managing and ensure to provide the customer the highest standards of satisfaction.
* Meeting sales target and keep appropriate accounting records according to the company procedure.
* Allocation of jobs to staffs.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***COURSE*** | ***INSTITUTION*** | ***BOARD*** | ***YEAR*** | ***RESULT*** |
| **B.COM** | SHC college Madanthyar | Mangalore University | 2013 | **56.63%** |
| **PUC** | Govt. PU College Belthangady | PU Board Karnataka | 2010 | **83.13%** |
| **SSLC** | SDM School,Ujire | KSEEB | 2008 | **60.01%** |

**Computer Knowledge  ​**

* MS Office, Excel & Power Point
* Worked in SAP (System Application Product)

**Extra Curricular Activities**

* Participated District level Badminton match
* Participated inter- college culture fest held at Shridevi College, Mangalore.
* I was best outgoing student from my college 2013.
* Was President of my College Student Council Union in 2013.

**Personal Details**

Date of Birth : 29.11.1991

Nationality : Indian

Gender : Male

Marital status : Single

Languages known : English, [Kannada](mailto:Vvishwajith_9@yahoo.com), Tulu & Malayalam.

Hobbies : Drawing, Singing & Reading.

Place of Issue : Bangalore, India

Visa Status : Visit Visa

Date of Expiry : November 01, 2014