




VISWAS . R

CONTACT

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 Chennai

SKILLS

- Tally prime with GST
- Microsoft office
- Business etiquette
- Time management
- Communication skills

OTHER SKILLS

- Self management, Planner & organizer
- Quick learner

EDUCATION

B.com

A.M Jain College

2021-2024

Completed my B.com with 69%

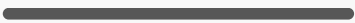
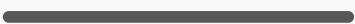

HSC

**Velan vikhass matriculation
higher secondary school**

2020-2021

Completed my 12th with 68%

LANGUAGES

English 
Tamil 
Telugu 

PROFILE

Goal-oriented and enthusiastic graduate looking for an opportunity to launch my career in the field where I can expand my knowledge even more and also a satisfying long-term employment in a work that provides opportunities for utilizing my work experience, that I have gained for the mutual benefit and development of the organization and myself.

PROJECT

INVENTORY AND ORDER VOUCHERS IN TALLY

2024

- In Tally Prime, inventory and order vouchers are used to manage stock, purchase, and sales orders effectively.
- When new inventory items arrive, a voucher is created to record the receipt of these items into the inventory system. This helps ensure that the inventory records accurately reflect the actual quantity of goods on hands.
- If inventory needs to be moved from one location to another within the company, a voucher is used to document this transfer. This helps track inventory movements between warehouses or stores.
- When a business places an order with a supplier, a purchase order voucher is created to specify the items to be purchased, quantities, prices, delivery dates, and other terms and conditions.
- When a customer places an order with the business, a sales order voucher is generated to capture details of the sale, including the items sold, quantities, prices, shipping information, and payment terms.

CONSERVATION OF NATURAL RESOURCES

2023

- Conducted an in-depth analysis of current conservation strategies for natural resources, focusing on sustainable practices.
- Explored the impact of human activities on natural resources, identifying key challenges and potential solutions.
- Developed a comprehensive plan for the conservation of water, soil, and forest resources, incorporating both traditional and modern methods.
- Engaged in fieldwork to assess the effectiveness of local conservation efforts, contributing to a report with actionable recommendations.
- Presented findings to faculty, demonstrating a strong understanding of environmental sustainability and resource management.