

# VISHAK V S

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## CAREER OBJECTIVE

I seek challenging assignments in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavor far most in achieving goals.

## ATTRIBUTES/ ABILITIES:

- ✓ Excellent interpersonal and communication skills.
- ✓ Self- motivated, methodical and process driven.
- ✓ A team player, continuous learner and proactive.
- ✓ Independent and willing to take the initiative.

## PROFESSIONAL EXPERIENCE

**BSNL Sub Division Thiruvalla:** From June 2016 to June 2019

- ✓ Worked as Office Assistant at BSNL, Thiruvalla.
- ✓ Assisted in process of Procure-to Pay, as well as generate, validate and maintain change of SAP Purchase Order (SAP PO) according to business needs.
- ✓ Prepared Tenders, Bills and analyzed estimates.
- ✓ Follow up with stakeholders to ensure the correctness of data input in SAP System and ensure the process enhancement in daily operation.
- ✓ Maintained the records and prepared Service Entry Sheets (SES) by working in MM module in SAP, relating to the materials management, by supplier and by department, purchase orders and goods requisitions and the Stock take records.
- ✓ Experience in Customization of IMG activities of PS module including Project Builder, WBS elements, & budgeting.
- ✓ Updating and custody of registers (Dispatch Register, Tender Register, AA&AE)
- ✓ Experience in handling Employee Self Service (ESS) system of BSNL ERP to manage Medical claims, Insurance services, GPF claims, income tax and deductions provided under various IT sections like 80C, 80D, 80E and 80G.
- ✓ Accountable for receiving purchase indents/requisitions from user dept. and performed administrative duties including faxing, filing and managing incoming and outgoing mails.
- ✓ Well versed in PC applications in particular MS Office i.e. Excel and Word.
- ✓ Attended various professional training provided by BSNL including ERP and SAP.

### ACADEMIC QUALIFICATION:

- ✓ **Bachelor of Commerce (2013-16)** from Arunachal University of Studies with **First Class**. Aggregate: 62% of all semesters in 2017.
- ✓ **Plus Two in Commerce (2006-08)** from Board of Higher Secondary under Kerala State Board with **First Class** [62%] in 2008.
- ✓ **SSLC (2005-06)** from SCSHSS under Kerala State Board with **First Class** [63%] in 2006.

### PERSONAL DETAILS:

- ✓ Father's Name : P G Surandran
- ✓ Mother's Name : Sathey Surandran
- ✓ Age & Date of Birth : 30, 10<sup>th</sup> April 1990
- ✓ Sex : Male
- ✓ Marital Status : Single
- ✓ Permanent Address : Valiyakulathil, Kattookkara,  
Thiruvalla, 689101.Kerala
- ✓ Nationality : Indian
- ✓ Languages Known : English, Malayalam, and Tamil

### DECLARATION:

I do hereby declare that the above-furnished details are true and fair to the best of my knowledge and belief. I shall do my best to please you in the discharge of my duties.

VISHAK V S