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**Gireesh Chandran**

Phone:09744808096  
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Highly focused and meticulous professional with an excellent managerial experiences in Accounts and Logistics. Employment record of accuracy and client satisfaction and have a successful 14 years of experience in Accounts and Logistics.

**Career Growth**

2006 November 1st Joined as a billing staff on at **Choice Trade Links Trivandrum.**

In 2008 got promotion as an Accounts assistant.

In 2009 got promotion as an Accounts executive

In 2011 got promotion as an Accountant .

In 2013 got promotion as an Assistant manager Accounts .

In 2015 got promotion as an Assistant manager sales and purchase on 2015

to 15th October 2017.

In 2017 November joined as Depot In Charge(Logistics & Accounts) under The **Intergrow Brands Pvt Ltd( Synthite ) Trivandrum.**

**Job Nature**

**Manage and oversee the daily operations of the Purchase and Accounting department including**

* Accounts payable/receivable
* Cash /Bank book receipts & payments
* General ledger reconciliations
* Payroll and utilities.
* Manage In & Out Stock level
* Monitor In & Out Stock
* Revenue and expenditure variance analysis
* Bank reconciliations.
* Monthly Primary & Secondary claim preparation
* Monitoring and interpreting cash flows and predicting future trends.
* Supervising staff.
* Producing accurate financial reports to specific deadlines
* Ensure the timely reporting of all monthly financial information.
* Conducting reviews and evaluations for cost-reduction opportunities
* Developing financial management mechanisms that minimise financial risk
* Supports budget and forecasting activities
* Forecast price and market trends to identify changes of balance in buyer-supplier power.
* Achieving high sales targets and goals while motivating account executives to do the same.
* Building new business relationships using existing industry contacts.
* Feeding back all suggestions for improvement and market research to senior staff .
* Build and maintain good relationships with new and existing customers & suppliers;
* Process payments and invoices;
* Keep contract files and use them as reference for the future;
* Forecast price trends and their impact on future activities;
* Attends conferences to meet potential new suppliers and glean insight from other professionals in the purchasing field
* Determine quantity and timing of deliveries
* Monitor and forecast upcoming levels of demand
* Keep a constant check on stock levels.
* Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
* Achieve growth and hit sales targets by successfully managing the sales team
* Identify emerging markets and market shifts while being fully aware of new products and competition status

**Personal Qualities**

* Excellent communication skills
* Good analytical skills
* Keen observer
* Trustworthy
* Smart working ability

**Technical Knowledge**

* MS office
* SAP
* Internet
* Foxpro
* Wintrade
* Tally

**Academic Qualifications**

* B.com. (Kerala university )
* Diploma in computer management (Center for development of advanced computing) 2006

**Personal Details**

**Date of Birth:**  26/07/1988  
**Languages Know:** English,Malayalam,Tamil  
**Hobbies:**  Reading, Listening music, Travelling, Cricket.

**Address:**  Gireesh chandran, Chandragiri, ARA 94, Karikkakom P.O ,Trivandrum.

**Fathers Name:**  V ChandraKumar.

**Marital status:** Married

**Gireesh Chandran**

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