

# ATHUL KV

**Purchase Coordinator/Accounts Assistant**



**Email: [athulkvonline@gmail.com](mailto:athulkvonline@gmail.com) - Mob: +971563004710**  
**[www.linkedin.com/athulkvonline](https://www.linkedin.com/athulkvonline)**

## SUMMARY

Detail-oriented and proactive professional with 1.7 years of experience as Purchase Coordinator and Accounts Assistant, specializing in procurement, invoice processing, and financial management. Skilled in vendor negotiations, cost analysis, maintaining accurate financial records, preparing reports and ensuring compliance with accounting standards. Seeking a dynamic role to utilize my skills and contribute to organizational efficiency and growth.

## SOFTWARE PACKAGES



## PROFESSIONAL EXPERIENCE

June 2024 - Purchaser & Invoice Coordinator  
January 2025 TRUEBELL MARKETING & DISTRIBUTION PVT LIMITED (Branch of TRUEBELL – SHARJAH) – Bangalore

- Manage end-to-end procurement for deck & cabin stores for vessels docking in UAE ports.
- Distributed RFQs to UAE suppliers, ensuring clear communication of specifications and requirements.
- Reviewed technical specifications and requisitions to ensure correct sourcing of items.
- Analyzed quotations, comparing prices, terms, and conditions to select the most cost-effective option.
- Entered quotation details into SAP ERP, ensuring accurate cost price updates.
- Negotiated prices and additional discounts with suppliers to maximize cost savings.
- Collaborated with Sales team to ensure order specifications and readiness.
- Maintained vendor databases obtained competitive quotations and negotiated process.
- Maintained regular communication with suppliers to track pending RFQs ensuring that responses were received in a timely manner and addressing any delays or issues that may arise.
- Kept accurate records of purchases ensuring that every detail was documented and easily accessible for audits, financial reporting, and future reference.

March 2021 – Accounts Assistant  
February 2022 TEAM ACCOUNTANTS (Commercial Accountants & Regd. Tax Practitioners)  
Kerala

- Prepared and filed GST returns in compliance with regulatory requirements.
- Verified invoice accuracy and posted journal entries in the accounting system.
- Updated receipts and payments in ERP software to maintain accurate financial records.
- Prepared financial reports, charts, tables, and supported financial analysis and reporting.
- Performed bank and GST reconciliation to ensure accuracy and compliance.
- Verified, allocated, posted, and reconciled accounts payable and receivable transactions.
- Assisted clients with the introduction of GST in India.

## KEY SKILLS

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- Procurement and Supply Chain Management
- Vendor Negotiation and Relationship Management
- Cost Analysis and Budgeting
- Maritime Industry Knowledge
- ERP Systems and Software Proficiency
- Communication and Coordination
- Processing invoice and Accounts Payable
- Account Reconciliation, Data Entry and Record Keeping

## ACADEMIC QUALIFICATIONS

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2017 - Bachelor of Commerce - Kannur  
2020 University

## RELEVANT TRAININGS & CERTIFICATIONS

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- Tally Pro
- Sap Material Management – Project Management Institute
- Purchasing Foundation - NASBA
- Supply Chain Foundation - NASBA

## ADDITIONAL INFORMATION

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- Nationality: Indian
- Passport No: P8848147
- Languages: English, Hindi, Malayalam
- DOB: 07-10-1999