



SARATH SUDHEERAN

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 Date of Birth: November 27, 1995
 Nationality: Indian

OBJECTIVE

Detail-oriented and adaptable professional with hands-on experience in accounts administration, logistics coordination, and market research. Strong background in financial systems like Odoo and Tally ERP 9, with proven ability to streamline processes, manage documentation, and support cross-functional teams. Committed to delivering quality work under pressure and meeting deadlines consistently.

EXPERIENCE

Accounts Administrative Assistant

Al-Baraka Logistics – Hidd, Bahrain

February 2023 – Present

- Managed vendor billing and financial data through Odoo ERP.
- Prepared and issued customer invoices, ensuring accuracy and timely delivery.
- Handled customs entry processing using OFOQ clearance system.
- Ensured compliance with current customs regulations and procedures.
- Coordinated with freight carriers for timely delivery of air and sea shipments.
- Maintained documentation for logistics and import forwarding activities.

Accounts Assistant cum Sales Coordinator

Success Steps Co. W.L.L – Manama, Bahrain

May 2022 – November 2022

- Managed books of accounts using Tally and processed accounting vouchers.
- Provided customer service support and resolved client queries.
- Assisted sales operations and prepared business reports and documentation.
- Supported internal documentation and day-to-day accounting processes.

Research Analyst

Sell to World – Pune, India

July 2020 – February 2022

- Conducted market and competitor analysis to support business decisions.
- Designed and executed qualitative and quantitative research projects.
- Compiled reports to present insights to stakeholders.
- Collected and interpreted data from interviews, focus groups, and online sources.
- Analyzed business performance and proposed cost-saving measures.

EDUCATION

BACHELOR OF COMMERCE : ACCOUNTS (2018)

Pune University – 69%

Class XII (2014)

Kendriya Vidyalaya BEG – 74%

Class X (2012)

Kendriya Vidyalaya BEG – 66%

SKILLS

- Sales documentation
- MS office and Excel
- Legal documentation
- Customer service
- Teamwork
- Problem-Solving

LANGUAGES

English

Hindi

Malayalam

CERTIFICATIONS & COURSES

Tally ERP 9 certified.

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief