

PROFILE

Dedicated and dynamic B.COM graduate, having experience in the field of Accounting as Accounts Payable at Green Valley Food Products, looking for a career which demands the best of my professional ability in terms of practical and analytical skills and helps for the growth and development of the organisation.

WORK EXPERIENCE

OFFICE ADMINISTRATION

- Valiyaveettil Saw Mill | Aug 2020 to April 2022 Responsibilities
- Administrative Management: Oversaw day-to-day operations.
 - Document Organization: Implemented filing systems for efficient retrieval.
 - Inventory Control: Managed inventory procedures, optimizing stock levels.
 - Data Analysis and Optimization: Identified and improved operational inefficiencies.
 - Cross-Functional Collaboration: Collaborated with teams to streamline communication.
 - Financial Record-Keeping: Maintained accurate financial transaction records.
 - MS Office Utilization: Proficiently used MS Office for data management and reporting.

ACCOUNTS PAYABLE

Green Valley Food Product | July 2023 - Dec 2023

Responsibilities

- Reviews invoices and related documentation
- Enters invoice details onto the system for proper classification.
- Receives Invoice Payment Certificate approvals
- Issues payment and vouchers upon appropriate approval.
- Receives invoices from suppliers against purchase of materials / services.
- Checks invoices to ensure that they tally with Purchase Order passes to the concerned division for approval of payment.
- Enters Journal Vouchers (JV) in the System for transactions not related to Accounts Payable In charge for records purposes.
- Ensure payments are processed as per agreed payment terms with supplier without any delay.
- Prepare supplier account reconciliation on monthly, quarterly and semi-annually basis.

EDUCATION

Post Graduate Diploma in Logistics and Supply Chain Management

- Chartered Institute of Logistics and Transport (CILT UK), Level 6 Certification

Bachelor of Commerce in Finance and Taxation

- Mahatma Gandhi University, 2017-2020

CERTIFICATIONS

Great Learning Academy, April 2023

- Principles of Management
- Search Engine Marketing
- Supply Chain Management
- Operation Management
- Excel for Intermediate Level
- Inventory Management

I'M The SOURCE, IMS Group of Institutions

- SAP Office Course
- MS Office Course



ANAND SUDHI

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PERSONAL DETAILS

Date of Birth: 24/05/1999
Languages: English, Hindi, Malayalam
Permanent Address: Valiyaveettil (H), Nedumkunnam P O, Kottayam
Pin - 686542, Kerala

SKILLS

- Supply Chain Management
- Warehouse Operations
- Inventory Control
- Data Analysis
- Change Management
- Contingency Planning
- Financial Record-Keeping
- Customer Service
- Point of Sale (POS) Operations
- Cross-Functional Collaboration
- Communication Skills
- MS Office Proficiency

WEBINARS ATTENDED

- International Webinar on Indonesia Logistics Sector – Ms. Juliana Sofia Damu (CMILT)
- International Webinar on GREEN LOGISTICS – Gayani De Alwis (FBILT)
- International Webinar on RAILWAY LOGISTICS – Mr. Jon Harris (CILT UK)

