

Vaisakh Asokan

Commercial Officer

Kottakkattu House, Vettoor P.O, Pathanamthitta, Kerala.

Phone No: 7710313100

vaisakhanasokan@gmail.com

OBJECTIVE

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

PROFESSIONAL EXPERIENCE

Commercial Officer,
MRF Limited - Kottayam, October 2015 - June 2022

- Motivate and train employees for run office operations smoothly.
- Petty Cash Handling.
- Entering Fund Receipts In SAP
- Vendor Payments:-Processing various vendor payments as per approval from H.O
- Monthly TDS/TCS payment within the time limit.
- Filing Quarterly TDS/TCS return.
- Preparing Various Debit Notes and Credit Notes to Dealer.
- Book Keeping.
- Product order taking from dealer and processing the same on SAP.
- Arranging funds from H.O for meeting the office expense.
- Monitoring the office expense and ensuring that expenses are not exceeding the budget.
- Preparing Bank Reconciliation.
- Account Receivables:-Monitoring the A/R through SAP.
- Preparing Quotations for outside orders except dealers.
- Passing the Provision Entries in SAP.
- Dealer Management
- Customer Handling
- Team Handling.
- Statutory Compliance.
- Preparing Month ends reports for H.O.
- Trial Balance Monitoring.
- Settlement of Staff Claim.
- Preparing Van Operation Routes for delivery the material to dealer.

Warehouse Operation:-

- GRN creation for material received from various factory.
- Inter branch stock transfer
- Creating purchase order In SAP for stock transfer.
- Timely Dispatching material to dealer.
- Monitoring Factory Vehicle Detention at Depot.
- Creation of Eway bill and E-Invoice through SAP.
- Verification of Eway bill by manually before leaving the vehicle from warehouse.
- Monthly Physical Stock Verification.
- Ensure Proper Material Stacking at warehouse.
- Ensure Warehouse SOP is following by staff.
- Claim tyre processing.
- Collecting Sales Invoices from Dealer with proper acknowledgment.
- Arranging stock for meeting dealer requirement.
- Arranging vehicle for delivering the material on timely.

**Account Executive. – Maruthi Tourist Home - Kochi
October 2014 - September 2015**

- Petty Cash
- Vendor Payments.
- Accounts Receivable
- Account Payable.
- Journal Entries.
- Payment of ESI.PF.
- Salary Preparation& Payment.
- Customer Handling.

Accounts Trainee – Hindustan Unilever, Kochi ., April 2014 - September 2014

- Accounts Trainee

EDUCATION

ADDITIONAL SKILLS

Bachelor of Commerce.

Software :- SAP,TALLY,MS EXCEL,MS WORD,POWERPOINT

January 2008 - January 2011

Languages :- ENGLISH,HINDI,MALAYALAM,TAMIL

Mahatma Gandhi University of Kottayam.

