

Vijay. M (B.Com CA, M.B.A)

Mobile: +91 9791555743 ~ **E-Mail:** vijayvg39@mail.com

Seeking challenging assignments to improve my knowledge, skills and to offer room for advancement and growth in an organization of high repute.

SUMMARY

- ❖ A dynamic professional D3-65, Ax 2012 and Tally ERP9 with **3 years** of experience in Accounts & Internal Auditing at
Emerald Jewel Industry India Limited, Coimbatore.

EMPLOYMENT SCAN

- **Muthoot Fincorp** **Sep – 2012 To Feb – 2014**
Roll: (Cashier & Appraiser)
- **Mangala Packaging Pvt Ltd, Mar – 2014 To Dec – 2018**
Roll: (Junior Accountant)
- **Kunal Packaging Pvt Ltd, Mar – 2019 To Nov – 2022**
Roll: (Senior Accountant)
- **May-2022 Emerald Jewel Industry India Limited, Coimbatore.**
Roll: (Senior Officer)

Roles and Responsibilities:

- ❖ Handling the payments for Vendor.
- ❖ Handling Salary processing for employees.
- ❖ Handling OT processing for employees.
- ❖ Handling Full and final settlements processing for employees.
- ❖ Handling Incentive processing for employees.
- ❖ Coordinating with Team Members for presenting MIS reports to the Management.
- ❖ Handling the Export and Import payments.
- ❖ Verification of Purchase order.
- ❖ GST Filling.
- ❖ Verification of cash transaction and petty cash.
- ❖ Bank Reconciliation Statement.
- ❖ Verification of stock tally month wise.
- ❖ Finalizing Import Reports & Annexure.
- ❖ Production & QC & QA Incentives for the employees.
- ❖ Banking Interest Working & finalizing.
- ❖ Loan & Compensation for the employees.
- ❖ Sales report & Hall Marking, Platinum Incentive working.
- ❖ Yearend Leave balance & Bonus calculation working for employees.
- ❖ Process Audit
- ❖ NAPS, TC, CR, Contractor employees salary arriving.
- ❖ Concurrent Audit.

PROFICIENCY FORTE

Computer Skills:

- ❖ Microsoft Dynamics AX 2012
- ❖ MS Office (Proficiency in MS Excel)
- ❖ Tally ERP

Other Skills:

- ❖ Good Interpersonal Skills.
- ❖ Excellent Inter Office Communication skills.
- ❖ Adaptability to challenging environment.
- ❖ Self- Motivated and Goal oriented.

EDUCATION

- 2013 Master of Commerce 77% – Bharathiyar University Coimbatore, Tamilnadu.
- 2012 B.Com (Computer Application) 75%- Rathinam Arts & Science College, Eechanari, Tamilnadu.
- 2008 12th – Govt Hr Sec School, Pollachi, Coimbatore, Tamilnadu.
- 2006 10th – Govt Hr Sec School, Pollachi, Coimbatore, Tamilnadu

EXTRA CURRICULAR ACTIVITIES

- ❖ Attended Visual Basic with Oracle Project Training Programmed.
- ❖ Completed In-Plant training in Diamond Company Ltd.
- ❖ Active Scout volunteer during school days.

PERSONAL DETAILS

Date of Birth : 24th MAR 1991

Address : 3/145 A.Sangampalayam colony M.L Puram (Post), Coimbatore – 642002.

Languages : Tamil & English, Malayalam.

Hobbies : Reading short stories and listening music & Sports.

Marital Status : Married

DECLARATION

I, **Vijay.M** hereby declare that the above mentioned details are true to the best of my knowledge.

Date:

Place: Coimbatore.
