

RESUME

B.VIGNESH

Address for Communication:

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KUNIAMUTHUR
COIMBATORE - 08

Contact No:

Mob No :+9677940134

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bvignesh79@gmail.com

Personal Details:

Date of Birth : 26.02.1990

Gender : Male

Nationality : Indian

Religion : Hindu

Marital Status : Single

Father's Name : k. Baskaran

OBJECTIVE

To obtain a challenging position that will enhance my skill while contributing to the firm's advancement through my hard work.

EDUCATION QUALIFICATION

- **MBA (MARKETING MANAGEMENT)**
BHARATHIAR UNIVERSITY (2012 - 2014)
Percentage : **64%**
- **BBM**
VLB COLLEGE OF ARTS&SCIENCE (2006 -2009)
Percentage : **62%**
- **HSC - 2006**
CSI HIGHER SECONDARY SCHOOL
COIMBATORE (March-2006)
Percentage : **64%**
- **SSLC - 2004**
CSI HIGHER SECONDARY SCHOOL
Percentage : **58%**

COMPUTER PROFICIENCY

- Tally 9
- PGDCA
- MS Office
- Window 98/xl

WORKING EXPERIENCE

- Worked as **Assistant processing Officer** in **Cams Pvt Ltd** in Coimbatore from Oct-2009 to July 2013

Roles & responsibilities

- ❖ Inward & Outward Checking
- ❖ Day to Day MIS Report handling
- ❖ Mail communicate
- ❖ Quality checking
- ❖ Non financial Transaction process
- ❖ Documentation excel maintaining
- ❖ Weekly DNR checking
- ❖ Systematical purchase mail date Updation
- ❖ COB cancellation excel maintaining

- Working in **SIRUVANI MINERAL WATER PVT LTD** Coimbatore as Account Assistant cum office admin Computer Operator AUG -2013 TO SEP- 2014.

- ❖ Making Data Entry in Excel & Tally ERP 09.
- ❖ Looking over Sale & Purchase over all receivables & payables, Debtors, Creditors.
- ❖ To Check and send e-mail to Client and follow up payments. Responsible for attending auditor's queries.
- ❖ Maintain day to day Accounts & reporting to the senior management.
- ❖ Preparing Invoices, Debit Notes, Credit Notes, Receipts and Payment Vouchers
- ❖ Responsible for Monthly Bank Reconciliation Statement.
- ❖ Maintaining the Factory Stock
- ❖ Making Cheques and daily bank transactions, Bank record.
- ❖ Maintaining Stationery for Office Purpose
- ❖ Handling Petty Cash.
- ❖ Preparation of Financial Statements. Sales Tax Return Works like Preparation.
- ❖ Preparation of Attendance Register.
- ❖ Admin works

Working in **SHANKAR TIMBER MART –MTP ROAD** Coimbatore as Accounts Assistant
OCT – 03 2014 TO SEP 31 2016.

- ❖ Knowledge of Tally7.2&9.0 ERP & Focus Software.
- ❖ Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- ❖ Preparing Bank Reconciliation Statement (BRS)
- ❖ preparing monthly wise Sales/ Purchase report in MS Excel
- ❖ Preparing outstanding list of Debtor & making Payment follow-up.
- ❖ Preparation of reports like Monthly Sales Report, Outstanding Reports, Expense Reports
- ❖ Maintaining monthly expenses of the organization - (Telephone, Electricity, Stationery, Etc.)
- ❖ Daily Scrolls Updating on Cash Inflow and Outflow, Preparing of Petty Cash Book.
- ❖ Preparation of Monthly VAT Reports and Filing.
- ❖ Preparation of monthly salary of staff .
- ❖ Stock inward & out ward follow up .

Working in **TKN LUBRICANTS – AUTHORIZED DISTRIBUTORS - GULF OIL**
LUBRICANTS INDIA LIMITED Coimbatore as ACCOUNTANT NOV 07 2016 TO TILL

Roles & responsibilities

- ❖ Day to Day billing invoice in Tally ERP 9 .
- ❖ Following order requirement in email or calls follow up to dealers .
- ❖ Preparing outstanding list of Debtor & making Payment follow-up.
- ❖ Completing the purchase orders .
- ❖ Completed day to day cash expense & receipt entries in tally.
- ❖ Following the cheque and deposits of cash at bank transaction .
- ❖ Bank Statement entries in tally
- ❖ Physical verification of stock every weekly and prepare statement .
- ❖ Monthly GST invoice bill checking .
- ❖ Preparation of Financial Statements.GST Tax Related Works like Preparation.
- ❖ E way bill
- ❖ admin works
- ❖ Inward and Outward Follow up.
- ❖ In ward material Quantity checking as per PO.
- ❖ Update employee attendance, advance, and leave record maintaining.
- ❖ Making monthly payment of all the office staff & employee.

LANGUAGES KNOWN

- English
- Tamil
- Malayalam

SKILLS AND CAPABILITIES

- Having good communication skills and inter-personal skills.
- Good in decision-making.
- Ms-office, Tally **9.3** window 98/xp
- Typewriting

DECLARATION

I hereby declare that the above Information Furnished is true to the best of my knowledge.

Place:

Yours Faithfully,

Date:

B.VIGNESH