

JEY VIGNESH K

BACHELOR OF COMMERCE IN
PROFESSIONAL ACCOUNTING



CONTACT

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PROFILE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the Value of hard work and trusts me with responsibilities and challenges.

TECHNICAL SKILLS

- Accounts Finalization.
- Computax.
- GSTR 9 & 9C.
- MS Office.
- Tally ERP 9.
- Tally prime with GST.
- TDS Filling.

EXPERIENCE

Accounting Clerk Feb 2021 - May 2023
M.S.Nagaraj & Co - Chartered Accountant Firm

- Processed both outgoing and incoming payments and invoices.
- Helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances.
- Supported clerical and administrative needs of senior department staff.

OTHER SKILLS

- Accounting & Auditing.
- Bank Reconciliation.
- Book Keeping.
- GST Registration & Fillings.
- Income Tax Filling.
- E-Invoicing & E-Way Bill
- Preparing financial Statements.

EDUCATION

G.Venkataswamy Naidu College, Kovilpatti.
B.Com (Professional Accounting)

- CGPA - 70%

Nadar Higher Secondary School, Kovilpatti.

- ***Higher Secondary***
 - CGPA - 70%
- ***Secondary School***
 - CGPA - 80%