

# Vishvandan Gukan

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## SUMMARY

I recently graduated with a 2:1 **MBA** from University of Chester and over **3** years of experience in Financial Reporting, Invoice Processing, AP/AR, Ledger Management, Credit Control and Reconciliations. Skilled in Xero, SAP, Advanced Excel and pursuing **ACCA (4 Papers Cleared)**. I am seeking **Finance Assistant** roles. **I have the right to work in the UK.**

## WORK EXPERIENCE

**Finance Support Assistant** | The Picture Drome Akshaya | Part-Time | Sep 2023 - Apr 2025 | **Liverpool, UK**

- Controlled over **£11,000** daily cash and petty cash, maintaining **100%** accuracy with strong attention to detail
- Completed day end closures and payouts, reducing reporting delays by **30%** with effective time management
- Handled over **200** daily customer payment queries and maintaining trust through clear communication

**Finance Assistant** | K. Chandramoorthi & Associates | Aug 2022 - Aug 2023 | Puducherry, India

- Processed sales and purchase ledger invoices, posting **750** transactions weekly with close attention to detail
- Organised and Posted bank transactions and journals, achieving **100%** on time ledger updates under pressure
- Reduced month end close by **21%**, strengthening ledger controls using collaborative problem solving
- Improved cash collection by **10%**, using clear communication and persistence with external stakeholders

**Accounting Assistant Intern** | Real Goods Service | Mar 2022 - Jun 2022 | Puducherry, India

- Organised and Processed AP/AR invoice and journal entries, achieving **96%** accuracy through numerical focus
- Maintained financial documentation, improving retrieval efficiency by **32%** with structured organisation
- Supported weekly cycle counts, meeting deadlines through multitasking, accountability and met all deadlines

## EDUCATION

**Master of Business Administration, 2:1** | University of Chester, UK

- Completed financial reporting module, improving invoice accuracy and controls by **30%**
- Delivered financial modelling project, achieving **95%** accuracy in variance analysis

**Diploma in Accounting and Finance, Distinction** | Oxford Home Study Centre, UK

- Trained in **UK standard** Trained in sales ledger, purchase ledger and accounting processes

**Bachelor of Business Administration, 1st Class** | Pondicherry University

- Achieved top results in Cost Accounting project with quantified academic outcomes

**Advanced Computer Literacy:** Honours Diploma in Computer Application (**HDCA, IT skills**) | CSC, India | 2019 - 2020

## EXTRACURRICULAR ACTIVITIES

- **Charity Organiser:** Organised charity events, raising **£3,000** for blood donation camps for the handicapped
- **Community Leader:** Led a team of **12**, and managed volunteering projects to give **100s** of stray animals shelter
- **University Event:** Collaborated with team, Built forecasting model, and achieved **95% forecast accuracy**

## LANGUAGES, SKILLS AND CERTIFICATES

- **Languages :** English (Fluent), French (Basic), and Tamil (Native)
- **Software:** Microsoft Office, **Certified Advanced Excel** (VLOOKUP, PivotTable), Xero, Sage, ERP systems, Ad-hoc, **SAP**
- **Skills:** Financial Reporting, Accounts Payable Receivable, Credit Control, Journals, Bank Reconciliations, VAT, Ledger
- **Certifications :** Pursuing **ACCA**, Planning and Forecasting, **Xero Advisor**, Financial modelling, Analysis, **Power BI**

**I am Hardworking, Ambitious and Always willing to learn** (References Available upon the request)