

Vishvandan Gukan, MBA

Accounts Assistant

Liverpool (Willing to Relocate)

Phone :+44 7407034287 Email: gvishvandan@gmail.com

LinkedIn: www.linkedin.com/in/vishvandan-g-794204191

Professional Summary

Experienced Finance and accounts professional with a BBA, MBA, and a UK Diploma in Accounting and Finance, currently studying towards ACCA with 4 paper exemptions. I am skilled in reconciliation, financial documentation, invoice processing, and audit support. Known for precision, adaptability, and high-performance delivery in fast-paced finance environments.

Work Experience

Finance Support Assistant & Cashier

(Sep 2023 to Present)

Akshaya Picture Drome | Liverpool

- Reconciled over 25+ monthly bank statements with 98% accuracy.
- Managed petty cash operations exceeding £1,000/month with zero discrepancies.
- Coordinated with 25+ vendors and resolved 100% of invoice queries within 48 hours.
- Oversaw staff travel arrangements and processed corporate card expenses.
- Reduced statement mismatches by 15% through detailed PO and invoice verification

Finance Assistant

(Aug 2022 to Aug 2023)

K. Chandramoorthi & Associates | Puducherry

- Recorded and reconciled 200+ AP/AR entries monthly, ensuring accurate ledgers.
- Assisted with audit preparation and submitted financial documents for statutory compliance.
- Streamlined reporting workflows, reducing monthly reporting errors by 20%.
- Supported inventory, appointment scheduling, and cross-functional coordination.

Accounting Assistant Intern

(Mar 2022 to Jun 2022)

Real Goods Service | Puducherry

- Maintained organised and compliant financial records (digital and hard copy)
- Assisted in reconciliation and booking for cross-entity project transactions.
- Supported preparation and tracking of inter-company fund transfers and payments

Core Skills

- Advanced Excel
- Accounts Payable & Receivable
- Balance Sheet Reconciliation
- Month-End Close Activities
- Cash Flow Forecasting
- Payroll & Depreciation
- Strong Analytical & Organisational Skills
- ACCA Progression
- Bank Reconciliation
- Invoice Generation & VAT Support
- General Ledger & Financial Systems
- SAP, Xero, Tally (Accounting Software Proficiency)
- Audit Preparation & Documentation
- Microsoft Excel & Forecasting Tools

Education

- **Master of Business Administration (MBA)**
University of Chester, UK - 2024
- **Bachelor of Business Administration (BBA)**
Saradha Gangadharan College, Puducherry, India - 2022
- **Diploma in Accounting and Finance (DAF)** OHSC, UK - 2023

I am currently studying towards **ACCA** with four paper exemptions granted based on MBA and prior qualifications.

Certifications

- Advanced Excel – CSC, India
- Financial Markets – Yale University, USA
- Behavioral Finance – Duke University, USA
- Finance for Everyone: Decisions - McMaster University, Canada
- The Role of Global Capital Markets - University of Melbourne, Australia
- Honors Diploma in Computer Applications (HDCA) – CSC, India
- High-Speed Typing – CSC, India
- Corporate Strategy – UCL, UK
- Managing the Company of the Future – University of London, UK
- Brand Management: Aligning Business, Brand and Behaviour - University of London, UK
- Life Skills Programme – Barclays UK

(Full list available upon request)

References

Available upon request