

VIJAYALAKSHMI THYAGARAJAN

+91 9663412931

@ vijisumi47@gmail.com

in.linkedin.com/vijaya-lakshmi-thyagarajan-8a1ab720 Bangalore, India

SUMMARY

Focused Finance Manager committed to producing accurate, reliable management accounts. Improved reporting frameworks for enhanced analysis and forecasting. Skilled in line management and staff training for productive, high performing finance teams. Responsible Accounts Manager, passionate about delivering outstanding quality and service. Offering 10 years of experience in industry with history of recognition for performance.

EXPERIENCE

Senior Finance Executive

Indiavidual Learning Limited (JIO - EMBIBE)

03/2022 - Present Bangalore, India

Company Description

- Manage and oversee daily operations of the accounting department , including accounts payable.
- Vendor master mapping
- Cost centre matching with L4 Expenses
- Provision closure on a monthly basis
- MIS for Accounts Payable
- Ageing of Creditors
- Database for monthly accounting
- Revenue Recognition
- Unearned Income working
- E-Invoicing
- Sales
- Debtors Ageing
 - 26AS Reconciliation Working Managed accounts payable and receivables, raising invoices, reconciling accounts
 - Executed year-end audits, working with external auditors to confirm clean financial audits and implementing any improvement suggestions promptly.

Accounts Manager

Printree Custom Creations Private Limited

06/2018 - 02/2022 Bangalore, India

Company Description

- Accounts payables-processing and updating daily invoices, communicating with vendors on payment status and creating payments
- Accounts receivables- sending invoices to customers daily, payment posting, reconciled accounts and address any discrepancies
- Managed two associates, two financial analysts responsible for general journal entries, reporting, and accounts payable
- Performed all month-end and year-end financial closing procedures with supportive excel documentation.
- Statutory Payments & working Like GST, TDS, PT
- Vendor Payment processing
- TDS Reconciliation
- Vendor reconciliation
- Monthly MIS report
- Managed all payroll processing and changes for 50 employees.
- Approved cash disbursements by verifying check amounts against invoices and authorised cheques and wire transfers.
- Supported annual audits by providing information and answers to auditors to facilitate passing audit results.
 - Preparation of BRS

ACHIEVEMENTS & AWARDS



Outstanding Financial Operations Manager

Indiavidual Learning Limited

Expertise in accounts, audits, and coordination has elevated our efficiency and accuracy, contributing



Leadership Excellence Award

Indiavidual Learning Limited

Recognition of exceptional leadership and adept handling of financial operations

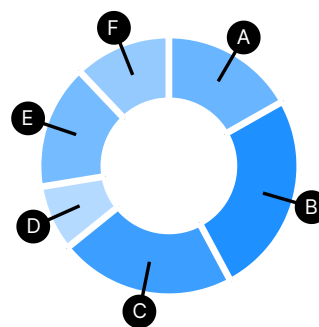


Star Employee

Lok Management Services Pvt Ltd

Error free & Timely payments process for disbursement, Vendor and employee claims, Ensures Proper Monthly book Cosure. Completed the BRS on time. Managed High Vlolume of work load with dedication and passion.

WORK DURATION



- A Indiavidual Learning Limited (JIO - EMBIBE)
- B Printree Custom Creations Private Limited
- C Lok Management Services Private Limited
- D Orion International Support Services
- E Dart Global Logistics Private Limited
- F Space Facility Build & Imports Pvt Ltd

EXPERIENCE

Senior Finance Executive

Fincare (Lok Management Services Private Limited)

📅 03/2013 - 08/2015 📍 Bangalore, India

Company Description

- Inter-branch reconciliation
- TDS Filing
- Vendor Payment
- Funds Disbursal for branches
- Petty cash verification and accounting for 28 branches
- Salary Processing and Reimbursement
- Preparation of Fixed Asset Register
- Monthly book closure entries
- Statutory payments Used EDI software to prepare monthly Reconciliation of bank accounts and take corrective measures
- Co-ordinating with Branch people for any Kind of payments
- Sales Invoice
- Purchase Invoice Coordinated smooth operation of monthly payroll, facilitating timely employee payments.

Accounts Executive

Orion International Support Services

📅 04/2012 - 10/2012 📍 Bangalore, India

Company Description

- Processed accounts payable and accounts receivable
- Prepared payroll and direct deposit accounts
- Managed all client billing and accounts
- Ledger Reconciliation
- Maintaining and recording every day office Expenses
- Purchase entry.

Accounts Executive

Dart Global Logistics Private Limited

📅 10/2010 - 04/2012 📍 Bangalore, India

Company Description

- Handling of Accounts Receivable & Accounts Payable
- Processing Vendor Payment
- Preparation of BRS.Maintaining & recording every day office expense
- Month-end book closure
- Petty cash.

Accounts Assistant

Space Facility Build & Imports Pvt Ltd

📅 01/2010 - 10/2010 📍 Bangalore, India

Company Description

- Ledger Reconciliation
- Maintaining day to day expenses
- Petty cash
- Processing vendor payments
- Purchase & Sales

EDUCATION

Bachelor of Commerce

SMSG Jain College

📅 06/2008

Pre-University Course

SMSG Jain College

📅 05/2005

EDUCATION

SSLC

515 Army Base Workshop High School

05/2003

SKILLS

MICROSOFT OFFICE	TALLY	SALESFORCE
GOOGLE WORKSPACE	ZOHO	JIRA
PROBLEM-SOLVING	FINANCIAL ANALYSIS	
COMMUNICATION	TEAM BUILDING	