

# VISHNU G NAIR

MAROTTICHUVADU JUNCTION , NEAR EDAPPALLY TOLL ,  
KOCHI.

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## Professional Summary

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Accountant with 8 years of experience of ledger process, account reconciliation and streamlining accounts. Seeking to leverage accounting expertise & experience into a managerial role .

## Work Experience

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09/2012 TO 04/2015

### **CK NAIR & CO. ( CHARTERED ACCOUNTANT FIRM ) PALAKKAD.**

#### **AUDIT ASSISTANT**

- Scrutinizing the statements& cash books of different companies , firms, individuals etc.,
- Preparing Statements for Audit purpose such as Trial Balance , Balance Sheet etc.,
- Knowledge to file return of Sales Tax, Income Tax & Service Tax.

05/2015 TO 08/2018

### **KSP SALES & SERVICES, PALAKKAD**

#### **SENIOR ACCOUNTANT**

- Day to Day business activities entered in Tally ERP 9.
- Prepare statements which are demanded by the management.
- Entering petty cash expenses and sales invoice in Tally ERP 9.
- Filing of GST (Monthly Returns). ( Online )
- Prepare Full statements (Balance Sheet, Profit & Loss A/C.)
- Doing some Income Tax Related Works.
- PF Filing ( Monthly )

Receiving calls related to the Accounts Payable.

- Scrutinizing the different ledgers and ensure there is no misappropriation in it.
- Preparing Quotations as per the requirements of the clients as instructed by the sales team.
- Preparing contracts & Lease agreements for Photocopiers
- • Keeping a track of records for the mails received and forwarded
- Making proper filing both hard copy and soft copy.
- Keeping Log sheet for the Agreements prepared, submitted and received.
- Follow up on sales quotations made for Clients
- Prepare ledger balance of each receivables and payables on weekly.

delivery of goods to customers.

- Ensuring that staff uniforms and personal appearance are always clean and professional.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.

10/2018 TO PRESENT.

## **THYGRACE INTERNATIONALS COCO KERALA, COCHIN**

### **SENIOR ACCOUNTANT**

- Tally Entry (For Hotel Booking & Bank Statements).
- Preparing Monthly Credit Hotel Statement Of accounts.
- Entering petty cash expenses and sales invoice in Tally ERP 9.
- Filing of GST (Monthly Returns). ( Online )
- Prepare Full statements (Balance Sheet, Profit & Loss A/C.) for Management
- Prepare Input Tax Credit Sheet ( Supporting of GST Filing )
- Sales Invoice Making.
- Hotel Invoice entering in Tally ERP 9
- Petty Cash Handling.
- Prepare Statements ( Monthly Statements – Balance Sheet , Scheduled To Balance Sheet , Profit & Loss Account, Scheduled to Profit & Loss Account ) – for Income Tax Purpose .
- Preparing Hotel Details (Against Bookings from Operators).
- PF Filing ( Monthly )

## **Education**

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2012

### **BHARATIAR UNIVERSITY , CMS COLLEGE OF ARTS AND SCIENCE.**

B.Com ( COMPUTER APPLICATIONS )

## **Languages**

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ENGLISH — PROFICIENT

TAMIL — PROFICIENT

MALAYALAM — PROFICIENT

HINDI — AVERAGE

## **ANURANJAN ( HR MANAGER )**

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KSP SALES & SERVICES - hrkspsales@gmail.com