

Curriculum Vitae

VIGNESH A

Kerala - India

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Career Objective

To be a successful professional in Finance & accounts by joining an organization that can provide me opportunities to widen my skills to grow and expand with the organization.

Profile Summary

- A dynamic professional with over 7+ years of experience in Finance and Accounts, auditing with reputed companies in India.
- Qualified with Post Graduation Degree In Commerce (M.com) and Bachelor Degree Of Commerce (B.com, Computer Application).
- Well versed in computerized accounting and MS Office applications.
- Wide exposure to accounting policies and procedures.
- Have excellent time management skills and can meet the deadlines without compromising on quality.
- Excellent communication and interpersonal skills.
- Self motivated and hardworking.
- Possess exceptional team spirit thereby helping in easy achievement of organizational and personal goals.

Work Experience

- **Indus Motors Co Pvt Ltd, Kerala, India** - *Maruti Suzuki sales & service Dealer*
(July 2018 to Nov 2019)

Role: Accounts Officer

- Handle two sales outlets and a service center in Edapallykotta Branch.
- Maintain books of accounts in a computerized environment (SAP).
- Manage the day to day financial transactions of the company.
- Reconciling & Auditing of Banks, Cash, Card payments and other ledgers.
- Handle cash management.
- Monitor the whole range of account payable, Receivable.
- Pre-audit, verify and process employee expense claims reviewing rules for employee compliance.
- Prepares payments for vendors by verifying documentation, and requesting disbursements.
- Maintain cash book & bank statement.

- Post financial data to appropriate accounts in system.
- Handling petty cash.
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- Prepare monthly MIS report to management.
- Coordinating and helping in internal auditing processes.

➤ **Technocrats Appliances Pvt Ltd, Kerala, India - Bluestar air conditioners Dealers**
(Sept 2013 to Jun 2018)

Role: Finance Executive

- Maintain books of accounts in a computerized environment (Tally ERP 9).
- Manage the day to day financial transactions of the company.
- Expense reports.
- Reconciling & Auditing of Banks, Cash and other ledgers.
- Handling petty cash.
- Monitor the whole range of account payable, Receivable.
- Prepare financial statements, present the same to the management/ Board of Directors.
- Calculate and distribute wages and salaries.
- Generated income statements and prepare balance sheet, general ledger.
- Inventory checking and updating.
- Provide help to internal audit.
- Compute taxes and prepare tax returns.

➤ **Mobme Wireless solution Pvt Ltd, Kerala, India - Startup services in mobility**
(Jan 2013 to July 2013)

Role: Trainee-Accounts

- Maintain books of accounts in a computerized environment (Tally ERP 9).
- Manage the day to day financial transactions of the company.
- Reconciling & Auditing of Banks, Cash and other ledgers.
- Handling petty cash.
- Generated income statements and prepare balance sheet, general ledger.
- Provide help to internal audit.
- Handle daily and monthly Billing.
- Expense reports.

➤ **Anu Stephen & Company, Kerala, India - Audit firm**
(Oct 2011 to Dec 2012)

Role: Accountant Assistant

- Preparation of accounts including receipts & payments, trial balance and financial statements etc.
- Rectification of errors by posting correct journal entries.
- Support and assistance to senior accountant in finalisation of the accounts.
- Preparation of bank reconciliation statement.

- Compliance of statutory payments as explained by a senior accountant.
- Posting of bills and vouchers to accounting software.
- Generation of client invoices and managing Accounts Receivable.
- Coordinating and helping in auditing processes.

Educational Qualifications

- **Master of Commerce (M.com)** from Madurai Kamaraj University April 2014 - *TKM College, Kollam.*
- **Bachelor of Commerce (B.com with computer Application)** from Kerala University Sept 2011 – *MMNSS College, Kottiyam.*

Computer Skills

SAP, Tally ERP 9, Accounting ERP package, System for Auditing, MS Office.

Personal Profile

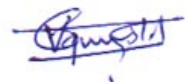
Date of Birth	:	31 Oct 1990
Father's Name	:	Arumugham
Mother's Name	:	Selvi
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Languages Known	:	English, Malayalam and Tamil
Hobbies	:	Travelling & Listening music
Passport Number	:	N4977215
Address	:	Vignesh Bhavan, Curzon Nagar No: 78, Kottamukku, Kollam, Kerala. PIN: 691013.

Declaration

I do hereby certify that all the details and information provided are true and best to my knowledge. I also assure you that if selected I will perform my duties with utmost care and satisfaction to my superiors, with hard work and honesty.

Place: Kollam

Date:



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