

K Vishnu.

MBA (International Business)

Pursuing



Skills & Technical Expertise

- Microsoft Excel.
- Microsoft Word.
- Microsoft PowerPoint.
- Tally ERP9

Certifications

- Completed “Operational Logistics Program” from Tamil Nadu Apex Skill Development Centre for Logistics.

Achievements and Awards

- Won second place in photography contest.

Hobbies

- Instagram
- YouTube
- Meditation
- Photography

Languages known

- English
- Tamil

Address

No.68, Narayana garden street,
Kodungaiyur,
Chennai – 600 118.

Contact No:

9884290649

Email Id:

vishnu140801@gmail.com

Professional Summary:

Experienced Quality Assurance Accountant and Admin with 13 months experience in maintaining accounts, banking and other management process related to business. Eager to work and learn with result-oriented team and apply my learnings.

SARAM ENVIRO SERVICES PVT LTD

Accountant and Admin

Experience:

July '22 –
Aug23

- Maintaining accounts in tally with YTD data Reconciliation of books and workings collecting from source of business.
- TDS 24Q & 26Q, GSTR-1, GSTR-3B Fillings and payment processing.
- Proper handling with net banking in process of Paying salaries, PF, ESI, Professional tax and all other petty cash expense and also accountability in Each incomes and expenses related data.
- Raising invoices for the business activity purpose and maintaining vouchers for all expenses.
- Follow-ups for the reminder activities.
- Recruitment of employees by analyzing their skills and knowledge and appointing.
- Attendance maintaining and Co-ordination with employees.

Cameo Corporate Services Limited

Internship:

July '21- Sep '21

- To analyse data in banking sector from Post dated cheques, Insurance forms, update information for accountability.
- To maintain those data in excel related to business organization.
- To scan the Cheques and Insurance forms to have a softcopy document.

Academics

Course	Institute (Year of Passing)	%
MBA IB	Loyala College (Pursuing)	-
BCom (G)	Thiruthangal Nadar College (2022)	69%
XIIth	Don Bosco (2018)	68%
Xth	Don Bosco (2016)	82%