**VINOKANTH NADARAJAH**

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**OBJECTIVES**

Seeking employment that allows me to grow professionally, while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness

**PROFESSIONAL STRENGTH**

Utilizes computerized accounting software programs (Tally, MS Office) to perform duties and responsibilities (Some experience with spreadsheets and automated accounting systems)

Ability to demonstrate good common sense and sound judgment

Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings

Good communication skill and Effective leadership qualities

Ability to anticipate work needs and follow through with minimum direction

Commitment to work and adjustable with others

Highly Organized and efficient planning skills

Deadline-Oriented

**PROFESSIONAL EXPERIENCE**

**Vittams International Pvt Ltd**

May 2014 – Present

Accounts Executive

Inventory Accounting

Developing inventory analysis reports and analyzing variances

Assisting in the improvement in internal controls related to inventory

Monitoring inventory transactions

Reconciling inventory accounts to the general ledger

Preparing monthly journal entries as needed

Special projects as required

 Debt monitoring and cash handling

 Prepares credit note and monthly transport summary

Accounts Receivable

Generates accounting statements and reports

Researches cash receipts, coding and posting of receipts

Prepares daily bank deposit

Researches and applies unallocated cash

Oversees client trust accounts, accounts receivable write-offs and payment reversals

Maintains telephone and personal contact with attorneys, staff and vendors on receivable matters as directed by manager

Financial Accounting

Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends

Prepares state quarterly and annual statements by assembling data.

Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.

Updates job knowledge by keeping current with financial regulations and accepted practices; participating in educational opportunities; reading professional publications.

Accomplishes finance and organization mission by completing related results as needed.

**Srilanka Pharmacy Pvt Ltd**

November 2012 – August 2013

Management Trainee

Work with other managers to plan and direct the work of the organization.

Work in different departments to gain perspective, including marketing, sales, customer services, purchasing, merchandising, and personnel departments.

Use company reports to analyze sales, gross profit and inventory activity.

Report market activity to management by monitoring and analyzing competitive price lists and products.

Work with and through management to develop and implement actions that protect company assets and profitability.

Debt monitoring and cash handling

**ACADEMIC QUALIFICATION**

**Bachelor of Business Management with Computer Applications – 1st Class**

Bharathiar University, India (2009 - 2012)

**G.C.E Advance Level - Commerce Stream**

Ranabima Royal College, Kandy (2008)

**PROFESSIONAL QUALIFICATION**

Completed **CIMA in Operational Level** in Wisdom Business Academy

**Diploma in Computer Studies** Institute of Information Technology

The **Professional Diploma in English** European College

**REFERENCES**

Available upon request