

CURRICULUM VITAE

NAME : VIGNESH G SHETTY

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OBJECTIVE:

Seeking a challenging opportunity in an Organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfillment of organizational vision.

ORGANISATION & WORK EXPERIENCE:

1. ORGANISATION: CNR FIN SERVE INDIA PVT.LTD.

DESIGNATION:

Asst. Accountant

Duration:

July 2018 till date.

MY ROLES & RESPONSIBILITIES IN CNR FIN SERVE INDIA PVT LTD. :

- ✓ Post and process journal entries to ensure all business transactions are recorded
 - ✓ Update accounts receivable
 - ✓ Update accounts payable
 - ✓ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
 - ✓ Assist with reviewing of expenses, payroll records etc. as assigned
 - ✓ Update financial data in databases to ensure that information will be accurate and immediately available when needed
 - ✓ Prepare and submit weekly/monthly reports
 - ✓ Assist senior accountants in the preparation of monthly/yearly closings
 - ✓ Assist with other accounting projects
 - ✓ Monthly GST Filings
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2. ORGANISATION: LAW AND SOLUTIONS (ADVOCATES AND CONSULTANTS)

DESIGNATION:

Asst. Admin

Duration :

September 2016 to June 2018.

MY ROLES & RESPONSIBILITIES IN LAW AND SOLUTIONS :

- ✓ Handling Company Accounts.
 - ✓ Perform receptionist duties when needed
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 - ✓ Handling incoming calls and other communications.
 - ✓ Read and route incoming mail and process outgoing mail.
 - ✓ Performing general office clerk duties and errands
 - ✓ Coordinating events as necessary
 - ✓ Sort and distribute communications in a timely manner
 - ✓ Schedule and plan meetings and appointments
 - ✓ Maintain trusting relationships with customers and colleagues
 - ✓ Greeting clients and visitors as needed
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ACADEMIA

M.Com – Karnataka State Open University Kuvempu currently pursuing.

B.Com – Rani Chennamma University Belgavi completed in the year 2015 with 60.5%.

PUC – Commerce from Karnataka P U Education Board in the year 2011 with 67.5%.

S.S.L.C –Karnataka Secondary Education Examination 2009 with 66.88%.

TECHNICAL SKILLS

Operating Systems:

Windows XP, Vista, 7, 8 , 10.

Office Tools:

Tally ERP 9, MS Word, PowerPoint, Excel,
DTP.

PERSONAL DETAILS

Name : Vignesh G Shetty

Sex : Male

Languages Known : Kannada, English, Hindi

Religion : Hindu

Present Address : No.51/2 5th 'A' Cross Nanjappa layout Najappa nilaya,
Vidyaranya pura Bangalore-560097

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:
Place: Bangalore

Vignesh G Shetty