



J.VIGGNESH

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Vennar Bank, Thanjavur.

OBJECTIVE

Hello I am vigganesh, and I have been working as a Accountant at Jaya Consultancy Trichy.

In my job, I have led teams and made sure everything runs smoothly in areas like paying bills keeping financial records, and handling banking matters. I am good at using computer programs like Microsoft Office and Tally ERP 9 to get the job done efficiently.

I have a degree in commerce (MCOM) and finished courses in accounting. Now I am excited about finding new opportunities where I can use my skills and experience to make a positive impact.

PROFESSIONAL EXPERIENCE

Jaya Consultancy

Accountant (August 2023-Present)

- Assisted in annual audit preparation and Managed accounts payable and Receivable
- Supported tax preparation and documentation and handle petty cash Management.
- Handle complete books of Accounts using Tally

National Pharma Hospital Research Institute

Accountant (March 2022- July 2023)

- I have manage all general accounts work related to efficiently.
- Strong understanding of accounting principles and financial Reporting.
- Processing payment for hospital and pharmacy and process Monthly payroll for 50+ employee.

Arr Kay Association – Auditor Office

Audit Assistant (JULY 2019 – FEBRUARY 2022)

- Analyzing financial data and assisting in tax audit.
- Providing tax planning and advice.
- Preparing, Submitting and managing tax statements and returns for client.
- Proficiently used basic GST
- I had Prepared the stock statement and DSC .

EDUCATION

- 2016-2019 : BCOM,
BHARATHIDASAN
UNIVERSITY.
- 2021-2023 : MCOM,
BHARATHIDASAN
UNIVERSITY.

KEY SKILLS

- MS OFFICE APPLICATION
- TALLY ERP 9 / PRIME
- AUDITING AND ACCOUNTS
- GST LAWS AND REGULATION
- ATTENTION TO DETAIL
- BANK RECONCILIATION
- AUDIT SUPPORT
- TDS FILEING

LANGUAGE

- TAMIL
- ENGLISH