

VIGNESHWAR AMBEDU VENKATESAN

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Core Skills

Accounts Payable & Financial Controls: Purchase Order Processing | Invoice Matching | Supplier Payment Tracking | Microsoft Dynamics 365

Inventory & Cost Management: Stock Analysis | Wastage Reporting | Month-End Physical Inventory | Product Line Analysis

Financial Reporting: Store P&L Preparation | Month-End & Year-End Procedures | Variance Analysis | Reconciliations

ERP & Tools: Microsoft Dynamics 365 | Advanced Excel (Pivot Tables, VLOOKUP) | Power BI | SQL (Basic) | Sage 50 | CRM Systems

Soft Skills: Time Management | Prioritisation | Team Collaboration | Supplier Communication | Problem Solving | Accuracy & Attention to Detail

Professional Experience

Finance Assistant – Accounts Payable & Inventory Analysis

Ciera Sweets & Savory, London | Aug 2024 – Present

- Managed invoice processing and purchase order matching through Microsoft Dynamics 365, ensuring compliance with financial controls and timelines.
- Conducted regular supplier account reconciliations and ensured prompt supplier payments.
- Performed physical inventory checks and tracked product-level wastage trends to support month-end and year-end reporting.
- Assisted in preparing store-level profit and loss reports to support key operational decisions.
- Liaised with internal teams and external suppliers to resolve invoice discrepancies and ensure smooth procurement-finance alignment.

Assistant Manager – Finance & Operations

GAIL's Bakery, London

Feb 2025 – Present

- Handled procurement cycle documentation and expense approvals, verifying alignment between PO creation, delivery, and invoice receipt.
- Supported cash flow forecasting and supplier payment scheduling in alignment with month-end and budgetary cycles.
- Participated in internal audits and maintained controls for invoice validation, recording, and payment.
- Communicated with vendors to resolve outstanding queries and improve supplier relationship health.

Business Operations Analyst (Contract Role)

Medique Laboratory, Southall | Oct 2022 – Feb 2023

- Assisted finance team with data validation, expense reconciliation, and system-generated invoice tracking.
- Monitored procurement transactions and ensured alignment with organisational payment policies.
- Supported physical inventory counting and reviewed discrepancies in finance logs.

Finance Intern

NCR Corporation, Chennai, India | Nov 2019 – Feb 2020

- Supported processing and tracking of supplier invoices within financial systems, assisting with reconciliation tasks during monthly closing.
- Maintained proper documentation and control checks for vendor transaction records.

Education

MSc International Business Management

Royal Holloway, University of London | Sep 2022 – Sep 2023

- Focused on business operations, financial systems, inventory control, and data-driven decision making.
- **Major Project:** *Impact of Virtual Augmented Reality as an Internationalization Strategy in the Global Fashion Industry*
 - Conducted financial feasibility and operational scalability analysis for retail expansion via immersive technologies.

Bachelor of Engineering (B.E.), Computer Science Engineering

Sri Sairam Engineering College, India | Aug 2018 – Jun 2022

- Developed technical foundation in systems integration and business data handling.
- **Major Project:** *IMEI Verification for Security Purposes* – Awarded Second Place for practical application and system design innovation.

Projects

Inventory and Invoice Control Enhancement Initiative

- Oversaw inventory verification and waste tracking to align with invoice processing across multiple stores.
- Keywords: Inventory Control, Invoice Matching, Cost Optimisation

Supplier Reconciliation & ERP Tracking

- Reconciled supplier accounts through Dynamics 365, ensuring transparency in month-end payments and outstanding balances.
- Keywords: Supplier Payments, ERP Transactions, Account Reconciliation

Store P&L Reporting Tool Development

- Built templates and analysis structures for store-level profitability insights supporting year-end financial reviews.
- Keywords: P&L Reporting, Financial Insights, Business Support

Certifications

- AAT Equivalent Knowledge in Accounting and Finance
- Advanced Excel & Sage 50 Certified

References

Available upon request.