



VISHNU CS

ACCOUNTANT

ABOUT

I'm a skilled accountant with five years of experience in a retail and wholesale distribution company. My expertise includes handling Financial Statements, Bank Reconciliations, Accounts Receivable, Accounts Payable, Inventory Audits, and Payrolls. I have extensive knowledge of Tally ERP9, Microsoft Office Suite, and Bespoke software. In my role, I am responsible for maintaining accurate accounting records and managing all GST-related matters.

PROFESSIONAL SKILLS

Financial Statements
GAAP
Payroll
IT Skills
MS Office
Account Reconciliation
Profit and Loss
Quickbooks
Invoices
General Ledger
Tally ERP
Creative Thinking
Communication
Time-Management

PERSONAL DATAS

Name : VISHNU CS
Date of Birth : 04/06/1998
Birth Place : Palakkad-Kerala
India
Marital Status : Single
Languages : English / Hindi /
Malayalam / Tamil

PASSPORT DETAILS

Passport # : P6440004
Issue Date : 25-01-2017
Expiry Date : 24-01-2027
Place of Issue : Cochin

CONTACT

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Website : Vishnu Cs
LinkedIn : [Vishnu Cs](#)

WORK EXPERIENCE

SENIOR ACCOUNTANT

STONE PALACE | Jul 2022

- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc
- Performing audits and resolving discrepancies.
- Ensuring that taxes are paid properly and on time.
- Keeping informed about current legislation relating to finance and accounting.
- Effectively communicated financial insights and recommendations to management for informed decision-making.
- Keeping accurate and complete records such as ledgers, journals, invoices, receipts, and supply and inventory information.
- Take care of daily, monthly, and annual activities, including generating financial reports, preparing taxes, and assisting with audits and resolving discrepancies.
- Established and maintained strong relationships with vendors and clients to resolve payment-related issues.
- Assisted with internal and external audits, providing necessary documentation and supporting materials.
- Utilized advanced Excel functions and formulas to analyze financial data and create customized reports.

ACCOUNTANT

STONE PALACE | Jan 2018 - Jan 2022

- Maintaining all the relevant books of accounts
- Ensure all customers payments are clear and up-to-date
- Maintaining the billing system
- Performing account reconciliations.
- Managed accounts payable and receivable processes, ensuring timely and accurate processing of invoices and payments.
- Ensure all customers credit limit and credit period are according to the agreement.

- Preparing analyses of accounts and producing monthly reports.
- Manage day to day operations of the accounts departments.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements,etc.
- To make sure that records are accurate and that taxes are paid properly and on time.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

Madurai Kamaraj University | 2020

BACHELOR OF BUSINESS ADMINISTRATION

University of Calicut. | 2018

PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

Aryabhatta Computers. | 2019

DECLARATION

Hereby certify that all the above mentioned facts are true to my knowledge. More reference shall be provided on request.