|  |  |
| --- | --- |
| **C:\Users\vinoth.d\Desktop\vinoth.jpg** | **VINOTH DEVARAJ**  Mob: 0091-9600575878  E-mail: vinothdeva1994@gmail.com |

**Career Objective**

To undertake a challenging & dynamic role in Accounting contributing to the growth of the Organisation.

**Qualities / Skill Sets**

* Good knowledge of general accounting principle and practices.
* Good knowledge in MS office & MS Excel.
* Trustworthy, discreet and ethical.
* Capability of keeping a detailed record of all the account details.
* Excellent coordination and communication skills that can help to establish a peaceful environment within the organization
* Ability to develop, identify and implement process improvements

**Career History**

**Inspirisys Solutions Limited – Chennai (formerly known as Accel Frontline Limited) Accounts Executive – (Nov 2017 to till date)**

**Inspirisys Solutions Limited** is an Information technology services company based in Chennai, India. It is a subsidiary company of CAC Holdings Corporation, main business is providing services in the areas of Product Engineering & Development and Warranty Management Services. **Reporting to Deputy Manager**

***Responsibilities:***

* Bank statement updated in daily basis.
* Book keeping.
* Accounting vendor bills.
* Preparing vendor payment.
* Preparing provision monthly basis.
* BR / BP Adjustments in books.

**DATAMATICS GLOBAL SERVISES LIMITED - PONDICHERRY**

**Finance Executive – (Oct 2016 to Oct 2017)**

Datamatics is a global provider of Consulting, Information Technology, Data Management and Business Process Management services to several Fortune 500 companies.

Datamatics offers specialized, best-in-class Finance and Accounting services backed by a team of industry experts.

***Responsibilities:***

* Receiving invoices from clients.
* Analyzing invoices and allocation of expenses.
* Frequent updation to client on invoice status.
* Clarifying client queries within 48 hours.
* Weekly work status report.
* Reporting on error invoices on daily basis to client.
* Providing back end support in accounts receivable and payable.

**GANESAN AND COMPANY (AUDITOR OFFICE), PONDICHERRY**

**Accounts Assistant – (Aug 2015 to Oct 2016)**

*Ganesan and company abvoe to reported to auditors is one of the top accounting professional service firm operating since 1971.*

***Responsibilities:***

* Handled Accounting & Book-keeping.
* Vouchers accounting in Tally.
* Timely filed the quarterly Returns of TDS and issued TDS Certificates.
* Handled Income Tax E-filing.

**Education**

* B.com, Specialization-Commerce, Thiruvalluvar University, (2015)

**Technical Skills**

* Tally(ERP 9)
* Oracle

**Personal Details**

* Date of birth: 21st March 1994
* Languages Known: English, Tamil
* Marital Status: Single
* Permanent Address: 56, 5th Cross Street, Sakthi Nagar, Saram, Pondicherry – 605013