

RESUME

VIGNESH.S

No.269, South Street,

Thuraiyur(T.K),

Trichy -621206

E-mail: vickynesh177@gmail.com

Phone: (+91) 6379616321

Professional Summary

- Proficient knowledge of MS Excel and Quick books
- Handling Accounts / HR department.
- Knowledge in Pay role process, Book keeping, Account reconciliation & General ledger process.

Career Objective

To obtain a challenging position in an organization, where I can implement my knowledge, hard work, creativity and innovative skills for the mutual betterment of organization and my personal growth.

Current Experience Profile

ORGANIZATION

DESIGNATION

YEAR

M/s.Three Season Facility Management LLC, USA

Finance Executive

May'2024 to present

Key role :

- Managed multi state payroll for over 600 employees, ensuring compliance and timelines
- Assisted human resources with new hires, separations and active employees changes
- Processing invoice
- Taxes
- Making Bank deposit
- Reconciliation
- Marinating financial records

Previous Organization Experience

ORGANIZATION NAME

ROLE

DESIGNATION

DURATION

M/s.Generic Automech Engineers Pvt. Ltd. Coimbatore - 641035

Finance Management

Jr.Executive Accounts & HR

Aug' 2023 to Apr'2024

Key role :

- Pay Role process
- Book keeping
- Account reconciliation
- General Ledger process
- Making Bank deposit

Academic Profile	COURSE	INSTITUTION	YEAR OF PASSING	GRADE
	M.B.A (Finance)	Srinivasan College Of Arts and Science-Perambalur	2023	78% (Distinction)
	B.COM	Arizar anna Government Arts College-Musiri	2021	81%
	HSC	Zamindar Higher Secondary School-Thuraiyur	2018	83%
	SSLC	Government High School - Kannanur	2016	88%

Area of Interest	• HR • Finance Management • Tax Management
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Software skills	• Tally ERP • MS Office • At books
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Languages Known	English, Tamil & Malayalam.
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Personal Forte	✓ Willingness to learn new technologies. ✓ Hard working, highly responsible & sincere. ✓ Good communication skill. ✓ Excellent problem-solving abilities. ✓ Ability to deal people diplomatically.
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Personal Profile	Name : Vignesh.s Date of Birth : 10th August 2001 Father's Name : Saravanan Gender : Male Ethnicity : Asian Relationship Status : UN-Married Nationality : Indian Blood group : B+ve Current location : Trichy, IN Hobbies : Reading books, Music & Cricket
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DECLARATION: I hereby solemnly declare that all the information furnished above is true to the best of my knowledge and belief.

PLACE:

DATE : (Vignesh.s)