



VINODH R

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OBJECTIVE

To work with a reputed organization, that will provide me a good platform to utilize my accounts, sales and administration skills, gives me a scope to update my knowledge & skills in accordance with latest trends and to be a part of a team that dynamically works towards the growth of the organization.

WORK EXPERIENCE

1. Name of the Organization: M/S Olympia Enterprises (S/S Anabond Ltd)

Place : Chennai

Designation : Accountant

Duration : From August 2017 to January 2020

Total experience: 2.5 years

(Invoice, Purchase Bill Entry, Bank Statement Entry, Bills Payables and Receivables, Journal Entries, Ledger Maintenance)

2. Name of the Organization: Auditing office

Place : Coimbatore

Designation : Auditor Assistant

Duration : From November 2020 to June 2022)

Total experience: 1.7 years

(Tally Book Maintenance, GSTR 1 and GSTR 3B Filing, Income Tax, Provisional and Projected Balance Sheet, and Profit and Loss Statement)

3. Name of the Organization: M/S Murugan Arul Metals
(Dealer of Eternia Windows and Doors)

Place : Coimbatore
Designation : Accountant
Duration : From July 2022 to Present

Total experience: 2.1 years

(Petty Cash, Invoice, Purchase Bill Entry, BRS Reconcile, SOA Maintenance, In Tally Prime, Salary List Preparing in Excel, And GST Filing)

SOFTWARE SKILLS & CERTIFICATION

- **Tally Erp9** From Venus InfoTech Computer Education at Ooty
- **MS Office** From Net City Computer Education at Ooty
- **GST Filing**

EDUCATIONAL QUALIFICATIONS

Master of Commerce (International Business)

Govt. Arts College - Ooty.

Bharathiyar university- full time [**2015-2017**]

Bachelor of Commerce (Computer Application)

Hindusthan College of arts and science - Coimbatore

Bharathiyar University - full time [**2012 - 2015**]

Higher secondary

Vivekam matriculation higher secondary school –Coimbatore

State board. [**2010 - 2012**]

Board of Secondary

Brecks Memorial School -Ooty

Anglo Indian [**2009 - 2010**]

PERSONAL DETAILS

Date of Birth : 23/03/1994
Languages : English, Tamil, Kannada, Hindi
Hobbies : Football, Cricket
Marital status : Married

RESIDENTIAL ADDRESS

Vinodh. R
D.No 3, Block E
B1, Police Quarters
Opp B1 Police Station
Ooty, The Nilgiris -643001

PRESENT ADDRESS

1A-1, Anbhu Nagar, P&T Colony Backside,
Opposite Vattaikaran koil
Veerapandi Privu
Coimbatore- 641019

DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: Coimbatore

Date: