

Objective

Seeking a position to utilize my skills and abilities and to achieve the target set to reach the Organization's goal.

Skills

Experience in Finance & Accounts, Goods & Service Tax, Income Tax MIS, etc. Proficient in preparing reconciliation statements and financial statements. Experience on analyzing and maintaining financial statements, ledgers and trial balance. Having good exposure of Accounting Packages (ERP Tally 9.0), Zoho Book and MS Office.

Overall Work Experience (3 Years 4 Months)

Accounts & Finance Executive

Codeboard Technology Private Limited - November 2021 – Till Date

- Performing and assisting with auditing and book keeping and ensuring high level of quality deliverable and completing on time.
- Preparing and filing of PF, ESI, TDS and GST
- Performed payroll handling to ensure accuracy, compliance, overall balancing, and reconciliation.
- Ensured that all supplemental premiums were deducted by payroll deduction from each employee
- Financial Year Account Finalization
- Reconciliation of Receivables
- Performed invoicing and ensured to follow up.
- Processed Payroll on monthly basis for all the employees
- Maintained Payroll information by calculating, collecting & entering data
- Applied Knowledge of regulation, employment law & tax code to keep operations in compliance with applicable standards

Site Accountant

JV HRM PVT LTD – October 2020 – November 2021

- Handling communications with clients and vendors via phone, email, and in-person.
- Providing support to the Accounting Department
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Assisting with audits, fact checks, and resolving discrepancies
- Managing overall campaign/event budgets and timetables and accountable for final invoice reconciliation.
- Sales & Purchasing data entries through Tally ERP 9

Accountant

SRS Multi AMC Services - June 2019 – September 2020

- Shadowing members of the accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Complete Project Accounts handling with Inward & Outward register maintenance
- Established college partnerships and coordinated promotional events for films.
- Working with bookkeeping software.
- Taking on additional tasks or projects to learn more about accounting and office operations.
- Developed and utilized the relationships with local vendors for the Purchase of Raw Materials
- Sales & Purchasing data entries through Tally ERP 9
- Payroll data entries through Tally ERP 9 along with Statutory Compliance.

Education

B.COM with Computer Application - May 2013 to May 2016 (Nesamony Memorial Christian College – Kanyakumari, Tamilnadu)

Personal Profile

Name: Vishnu Kumar M

Father Name: Murugan K

Address (Communication): 18/61B, Adhikesavan kovil Street, Thiruvattar , Kanyakumari district

Contact Number: +91 9600727789

Email ID: vishnukumar190395@gmail.com

Language Known: Tamil, English

Marital Status: Not Married

Declaration

I Hereby declaring that the information given above is true to the best of my knowledge and belief.

Place: CHENNAI

VISHNU KUMAR M