



VISHNU S

Senior Accountant

To seek an opportunity in an organization where skills and abilities are honed, and dexterity for the continual development of both, the organization and myself. Skilled accountant with 5+ experience in Accounts and payroll



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Kollam, kerala



H5813888



Vishnu.sreekumar.754

SKILLS



Maturity

Confidence

Perseverance

Patience

Commercial Awareness

IT Skills

Numerical Skills

LANGUAGE

W R S

English



Hindi



Malayalam



Tamil



WORK EXPERIENCE

Senior Accountant

The Chapter College ,Kollam

(From 2015 to current)

Responsibilities

- Maintaining and supervision of all financial matters and preparation of financial reports like, income statement, balance sheet and cash flow statements.
- Expertise in filing GST, TDS and VAT returns
- Bank Reconciliation to coordinate with general ledger
- Day to day Accounting, Petty cash, Accounts payable, and receivable
- Preparation of cashbook, journal, purchase/sales register and scrutiny of ledger
- Monitoring company's current account and OD account with different banks
- Work on staff's monthly Salaries and Wages
- Managing of the moveable and immovable assets
- Handle all the invoices and delivery reports.
- Daily follow-ups with clients & suppliers.
- Checking payroll records
- Handling reimbursements
- Analyse and forecast financial requirements for organisation
- Deposit cash / cheque and withdrawal from banks

OTHER WORK EXPERIENCE

Worked as a Junior executive at Muthoot finance Ltd from November 26 , 2011

Worked as Accounts cum administrative officer at NASSACO SAUDI ARABIA from November 2012

PERSONAL INFORMATION

Date of Birth: 12/08/1988

Father's Name: B. SreeKumar

Mother's Name: Asha p.

Gender: Male

Nationality: Indian

Marital Status: Married

Spouse Name: M. S. Gayathri

HOBBIES

Reading

Travelling

Swimming

Interaction with People

Listening Music

REFERENCE

Mr. T. Mohanan

Director

The Chapter College

Saraswathi Mandiram.

SNC Jn., Kollam

Ph: +91 9447744029

KEY FACTORS

- Adaptable and Perseverance
- Flexible and self motivated
- Commitment to team work and team facilitator
- Dedication to work
- Excellent interpersonal skills
- Proficiency in Excel
- Great analytical skills
- Eye for detail

ACADEMIC PROFILE

Course	Year	Board / University	marks
✓ MPhil	2017	M.S University	74%
✓ MCom (finance)	2015	MG University	II rank
✓ MBA(finance/marketing)	2011	Anna University	72%
✓ B.Com	2009	Kerala University	59%
✓ Plus Two	2006	CBSE	72%
✓ 10 th	2004	CBSE	70%

TECHNICAL EXPERTISE

- ❖ Completed Fundamentals in MS OFFICE.
- ❖ Multimedia presentation.
- ❖ Tally 7.2
- ❖ Advanced excel
- ❖ Adobe Photoshop

DECLARATION

I, Vishnu.s, hereby declare the above given facts true to my knowledge and belief.

VISHNU.S.