Vishnu Puthukkudi

Contact Details

Mobile : +971502439675
E-mail : vishnuputhukkudi001@gmail.com
Visa Status : Visit Visa
                (Valid till 08th Feb 2022)

Objective

Seeking a challenging career in Accounting Department with a progressive result oriented organization that offers ample opportunities to improve and grow personally and professionally so as to accomplish the organizational as well as personal goals.

Personal Details

Date of Birth : 09-04-1996
Gender : Male
Father's name : SURESH BABU
Marital status : Single
Blood group : A+
Languages : English,Malayalam, Hindi
Nationality : Indian
Passport Number : R 6165316
Date of issue : 29-01-2018
Date of expiry : 28-01-2028
Place of issue : Kozhikkode

Career Summary

- Bachelor of commerce (Corp) with 2 year of experience in Accounts & finance.
- 1 year experience in cashier,
- Skills in ERP Packages of SAP Business One, FI/CO, Tally 9.0, Peachtree, Quick Books.
- Proficient with computer skills and comfortable with MS office packages, Excel, Internet and Emails.
- Demonstrated abilities to co-ordinate the efforts of a large team of diverse employees.
- Efficient in generating Daily reports and record upkeep.
- Exceptional ability to quickly master new concepts, earning of new strategies as well as capable of working in-group & independently with excellent communication skills.
- High level of Personal integrity and workplace ethics.

Academic Profile

1 .ACCOUNTANTS SERVICE SOCIETY
   DCAM With SAP, 2017

2 .UNIVERSITY OF CALICUT
   B. COM Corporation, 2018

3 .GHSS THRIKKAVU, PONNANI
   Higher Secondary, 2013

4 .AVHSS, PONNANI
   Secondary School Leaving Certificate, 2011

Skills and Abilities

- Strong written and oral communication.
- Organization and attention to detail.
- Analytical and problem solving skills.
- Time management.
- Systems analysis.
- Mathematical and deductive reasoning.
- Critical thinking.
- Active learning

Computer Skills

- MS Office
- Accounting Software (Tally, QuickBooks India.,)
- High level of proficiency in Microsoft Excel
- Experience with business intelligence software
- Proficiency in preparing financial statements
- Web Browsing

Duties and Responsibilities

- Preparing accounts and tax returns
- Monitoring spending and budgets
- Auditing and analysing financial performance
- Financial forecasting and risk analysis
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date.

Work Experience

CASHIER

KERALA STATE FINANCIAL ENTERPRISES (2020 TO 2021)

- Collect cash, checks, and credit card payments from customers.
- Make change accurately and efficiently.
- Issue receipts to customers.
- Deal with returns and refunds as necessary.
- Maintain cash control over register drawer and verify amounts are correct.
- Answer customer questions as they arise.

ASSISTANT ACCOUNTANT

PONNANI MUNICIPAL OFFICE (2018 TO 2019)

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing purchase orders.
- Managing payroll.
- Completing financial reports on a regular basis and providing information to the finance team.
- Assisting with budgets.
- Completing bank reconciliations.

ASSISTANT ACCOUNTANT

ACCOUNTANT SERVICE SOCIETY (2017 TO 2018)

- Maintain financial records for client companies by analyzing balance sheets and general ledger accounts.
- Reconcile bank statements by comparing transactions to the general ledger.
- Assist with day-to-day operations of the Finance department, including filing, report generation, budget review, etc.
- Process weekly payroll accurately and timely.
- Maintain accounting documents and records, ensuring all files are up to date.
- Prepare bank deposits.

Declaration

"I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars."

Vishnu Puthukkudi