

S.VIGNESHWARI

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OBJECTIVE:

To pursue a challenging career and be a part of progressive organization that gives the scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

EDUCATION:

Master of Commerce (M.COM), 2021-2023
From University of Madras, Chennai.

Bachelor of Commerce (B.COM), 2017-2020
From Ethiraj College for Women, Chennai.

INTERNSHIP:

Underwent Internship at INDIAN BANK (Ethiraj Salai Branch) for 15 days.

- In-charge of CIBIL checking under the loan department
- Updating KYC by acquiring ID proofs from the customers
- Provided basic customer services

CERTIFICATION:

- Cost Management Accountant Foundation course – By the Institute of Cost Accountants of India
- Microsoft office issued by Bharat Sevak Samaj
- Tally ERP 9
- Hindi Course (Rashtrabhasha Praveen) – offered by Dakshina Bharat Hindi Prachar Sabha

SOFT SKILLS:

- Good Communication skills
- Quick Learner
- Provides timely and professional financial support
- Flexible in handling multiple tasks

EXPERIENCE:

Muthra Industries Private Limited (August 2023 – Till date)

Position : Accounts Executive

- Manage all accounting transactions for assigned business organization
- Handle monthly, quarterly, and annual closings
- Reconcile accounts payables and receivables
- Tax Invoicing, E-waybill Generation, Credit & Debit Notes & Ledger management
- Bank Reconciliation Statement
- GSTR-2B Reconciliation and Filing on monthly basis (GSTR-1 & GSTR-3B)
- Stock Statement preparation & submission
- Manage and record TDS and TCS transactions on monthly basis
- Hands-on experience with Zoho Books
- Interact & coordinate with cross functional teams for smooth business activity

IndiaFilings Private Limited (June 2022 - May 2023)

Position: Taxation Advisor

- Advise and consult on taxation issues
- Solving queries related to GST, Income tax, Company compliances
- Assist in GST Registration, GST cancellation, GST Final return , MSME registration
- Provide assistance with implementing suggested plans and strategies
- Identifying upsell and cross-sell opportunities
- Develop and maintain positive relationship with clients

Cognizant Technology Solutions (December 2020 – June 2021)

Position: Graduate Trainee

Project: App Support

- Supported applications, revising, updating, problem solving and providing documentation as required, including root cause analysis
- Handling multiple incidents coordinating with various teams and providing the resolutions within SLA
- Ability to research and find technical solutions via technical community collaboration

DECLARATION:

I hereby declare that the above furnished details are true to the best of my knowledge.