**P.VIGNESHKUMAR**

**🖂****vigneshkumar17496@gmail.com**

✆ **+91-9952083155**

Objective

Seeking a position to utilize my skills and ability in the industry that offers professional growth while being a resourceful, innovative and flexible.

EXPERIENCE

May 15th 2014 – till date : Sunshine Groups, Chennai (5.7 years) – Working as Accountant and Internal Audit.

ROLES & RESPONSIBILITIES

**Internal Audit Works**

* Monthly Trail Balance Scrutinizing for all group companies
* Fund flow Management and Bank loans Interest management
* Each and every Cash & Bank Transactions will be routed through Internally for group companies Payable & Receivable.
* Day to day Bank & Cash Transactions , Expenses Accounted in the Books

(TALLY)

* Preparing Monthly Statutory Dues ( EPF, VAT, TDS )
* Monthly & Quarterly Returns ( EPF, GST, TDS )
* Maintaining Individual ( Director’s) Books of Accounts
* Maintains Outstanding Details ( Sundry Parties )
* Maintains Bank Accounts of Individuals ( Internet banking Transactions - RTGS, NEFT, Bill Payments )
* Yearly Returns ( IT Returns , Preparing Financials )
* Minutes of Meeting preparing
* Attending IT Hearings
* Preparing Scrutiny Papers & IT Papers

EDUCATION

* Pursuing CS in ICSI, Chennai
* MA ( Human Rights) in Madras University – Distance Education - Final year
* B. Com (Bank Management) in Ramakrishna Mission Vivekananda College - 2014
* 12th in PS Higher Secondary School, Chennai - 2011
* 10th in PS Higher Secondary School, Chennai - 2009

TECHNICAL QUALIFICATION

* Tally ERP 9
* MS office
* Basics of Computer

PROJECTS

* Completed One Month Internship Programme @TNSC Bank in the Topic of Assets & Liabilities Management in the year 2013 Aug - Sep
* Completed One Month Internship Programme @Indian Bank in the Topic of General Banking in the year 2014 Feb-Mar

EXTRA CURRICULAR ACTIVITY

* Executive Member in Human Rights Welfare Association - India
* Have won many certificates and medals in school level for athletics
* Active Blood donor
* Have attended many NSS camps
* Inter College Cricket Player

PERSONAL DETAILS

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| --- | --- |
| Father’s Name: | V. Pandiyan |
| Date of Birth | 30/05/1994 |
| Languages Known | Tamil and English |
| Passport Number  | P7355277 |
| Blood Group | B+ |
| Permanent Address | Flat “VERA” F-1, Plot #11, Gokulam Nagar, 3rd Main road, Moovarasampet.Madipakkam, Chennai – 91. |

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my Knowledge.

Place: Chennai

Date: 31/12/2019

 

P. VIGNESH KUMAR.