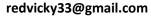
VIGNESH PRABHU.M

ACCOUNTANT & INVENTORY



m^ol

+(971) 56 25 94 737



M45, OPP. EMIRATES TRANSPORT, ABUDHABI.





PROFILE

AN ASPIRING AND MOTIVATED INDIVIDUAL WILLING TO WORK FOR THE EXCELLENCE OF THE ORGANISATION AND SELF THEREBY UTILIZING MY FULL POTENTIAL.



- **HIGER SECONDARY EDUCATION** GOVT.HR.SEC.SCHOOL SALAIGRAMAM.
- YADAVA COLLAGE, **BSC (INFORMATION** TECHNOLOGY)

UNDER KAMARAJA UNIVERSITY, MADURAI.

DIPLOMA IN COMPUTER APPLICATION. CSE CENTER, ILAYANGUDI.



04/02/2015 18/04/2016

SHRIRAM DISTRIBUTION TRADING, CHENNAI. DATA ENTRY CLERK.

04/05/2016 21/06/2019

HOTEL SARAVANA BHAVAN, CHENNAI.

DATA ENTRY CLERK & ASSISTANT ACCOUNT

23/01/2020 present

RED STAR GIFTS, ABUDHABI ACCOUNTANT + INVENTORY **CONTROLLER & SALES** COORDINATOR.



ADDITIONAL SKILLS

- *CRITICAL THINKING.
- * FLEXIBILITY
- * COMMUNICATION.
- * TEAMWORK.
- * ORGANIZATION.
- * CREATIVITY.
- * PROBLEM SOLVING.



TECHNICAL SKILLS

- **MS OFFICE**
- C++
- **DBMS**
- OS



LANGUAGE

- **TAMIL**
- HINDI
- **MALAYALAM**
- **ENGLISH**



JOB RESPONSIBILITIES

- GATHERING INVOICES, STATEMENTS, REPORTS, PERSONAL DETAILS, DOCUMENTS AND INFORMATION FROM EMPLOYEES, OTHER DEPARTMENTS AND CLIENTS.
- SCANNING THROUGH INFORMATION TO IDENTIFY PERTINENT INFORMATION.
- CORRECTING ERRORS AND ORGANIZING THE INFORMATION IN A MANNER THAT WILL OPTIMIZE SWIFT AND ACCURATE CAPTURING.
- CREATING ACCURATE SPREADSHEETS.
- ENTERING AND UPDATING INFORMATION INTO RELEVANT DATABASES.
- **ENSURING DATA IS BACKED UP.**
- INFORMING RELEVANT PARTIES REGARDING ERRORS ENCOUNTERED.
- STORING HARD COPIES OF DATA IN AN ORGANIZED MANNER TO OPTIMIZE RETRIEVAL.
- HANDLING ADDITIONAL DUTIES FROM TIME TO TIME.
- RECONCILE INVOICES AND IDENTIFY DISCREPANCIES.
- CREATE AND UPDATE EXPENSE REPORTS.
- PROCESS REIMBURSEMENT FORMS.
- PREPARE BANK DEPOSITS.
- ENTER FINANCIAL TRANSACTIONS INTO INTERNAL DATABASES.
- CHECK SPREADSHEETS FOR ACCURACY.
- MAINTAIN DIGITAL AND PHYSICAL FINANCIAL RECORDS.
- ISSUE INVOICES TO CUSTOMERS AND EXTERNAL PARTNERS, AS NEEDED.
- **REVIEW AND FILE PAYROLL DOCUMENTS.**
- PARTICIPATE IN QUARTERLY AND ANNUAL AUDITS.



PERSONAL DETAILS

PASSPORT DETAILS

NAME: M.VIGNESH PRABU DOB: 24/02/1995

MARITAL STATUS: SINGLE NATIONALITY: INDIAN

LICENSE

LICENSE NO: 2740486 (MANUAL LIGHT VEHICLE) **ISSUE DATE: 10/01/2022 EXPIRY DATE: 09/01/2024**

NAME: M.VIGNESH PRABU **PASSPORT NO: N4683193** ISSUE DATE: 09/11/2015 **EXPIRY DATE: 08/11/2025**

DECLERATION

I HEREBY DECLARE THAT ALL THE INFORMATION CONTAINED IN THIS RESUME IS IN ACCORDANCE WITH FACTS OR TRUTHS TO MY KNOWLEDGE. I TAKE FULL RESPONSIBILITY FOR THE CORRECTNESS OF THE SAID INFORMATION.

PLACE: MUSSAFAH SANAIYA M45 **VIGNESH PRABU.M**