

VIGNESH PRABHU.M

ACCOUNTANT & INVENTORY



+(971) 56 25 94 737



redvicky33@gmail.com



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.



EDUCATION

- HIGER SECONDARY EDUCATION
GOVT.HR.SEC.SCHOOL
SALAIGRAMAM.
- YADAVA COLLAGE,
BSC (INFORMATION
TECHNOLOGY)
UNDER KAMARAJA UNIVERSITY,
MADURAI.
- DIPLOMA IN COMPUTER
APPLICATION,
CSE CENTER,
ILAYANGUDI.



WORK EXPERIENCE

- 04/02/2015 - SHRIRAM DISTRIBUTION
18/04/2016 TRADING, CHENNAI.
DATA ENTRY CLERK.
- 04/05/2016 - HOTEL SARAVANA BHAVAN,
21/06/2019 CHENNAI.
DATA ENTRY CLERK & ASSISTANT
ACCOUNT
- 23/01/2020 - RED STAR GIFTS , ABUDHABI
present 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

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



PASSPORT DETAILS

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

DECLARATION

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