



VINOTH

📍 Kalanivasal, Thanjavur, Tamilnadu, India.

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SUMMARY

A dedicated person with over 10+ years of experience in accounting and multiple tasks, administration. Team player with expertise in managing staff for efficient productivity. Detail oriented scheduler seeking to leverage background into a managerial role with a progressive organization.

EXPERIENCE

ACCOUNTANT, 12/2021 - 04/2024

TAP INTERNATIONAL COMPANY LIMITED, Ho Chi Minh City, Vietnam

- Managed the import-export deliveries through phone and email, documenting orders for scheduling.
- Maintained robust financial records for business for regulatory reporting and taxation.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, expense management, and various reconciliations.
- Forex Management.

ACCOUNTANT, 06/2014 - 07/2021

SANAKYAA CREATIONS, Tirupur, India

- Cashier
- Ledger Maintenance
- TDS & TCS Preparations and filing
- VAT, GST Return & Reconciliation
- Bank Reconciliation
- Stock Management
- Payroll Management
- Export Import Documentation
- Forex Management
- Accounts Payable/Receivables following
- Financial Reporting to Management

SKILLS

MS Office
Tally (ERP & Prime)
Account reconciliations
Book keeping
Staff mentoring

EDUCATION

Vidyaa Vikas College of Engineering and Technology, Tiruchengode, Tamilnadu, 2014

Master of Arts: MBA

Alagappa Govt. Arts & Science College, Karaikkudi, Tamilnadu, 2012

Bachelor Of Arts: BBA

Punitha Arokkiya Annai Higher Secondary School, Punalvasal, Tamilnadu, 2009

Certificate of Higher Education: Accountancy

LANGUAGES

Tamil : First Language

English: Intermediate

PERSONAL DETAILS

Father Name : Rajendran

DOB : 26-05-1991

Marital Status : Married

Religious : Hindu

Passport No. : Y2464423

Expiry Date : 05-06-2034