CURRICULUM VITAE

VIGNESH . G
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Objective

To work as professional in competent atmosphere that enables take up a challenging career to use, learn and enhance my technical and analytical skills, for the growth of the organization and myself.

Software Knowledge

- ➢ MS Office
- ➢ MS Word
- ➢ Power point
- ➢ SAP-R3
- ➢ TALLY

Academic Qualification

- ➡ **B.COM (Computer Application)** with **67%** from E.G.S PILLAY ART & SCIENCE, Nagapattinam in the year 2021.

Professional Experience

- ➡ **2 Years' experience in Accounts department.**

Experience Summary

Company : **LS AUTOMOTIVE INDIAN PRIVATE LTD**
Period : **April 2021 to Till Date**
Designation : **Senior Executive**

Software Used: **SAP-R3 & TALLY**

Roles & Responsibilities:

- ➢ **Reporting to Managing Director.**
- ➢ Verify sales Invoice & Sales register
- ➢ Verify Purchase Invoice & Purchase register.

- ➢ GSTR-1 returns filing support.
- ➢ Monthly TDS payment working preparation and online payment.
- ➢ Maintain Export data base & DBK pending follow up.
- ➢ AP Booking - GR- IR Bill Booking (Foreign & Domestic), Expenses accounting.
- ➢ Vendor Reconciliation to support for Audit.
- ➢ Prepare domestic payment process,
- ➢ AP & AR reconciliation.
- ➢ Bank payment to Vendor (Import & Domestics).
- ➢ Custom Duty payment through ICE Gate
- ➢ Bank Reconciliation.
- ➢ Document preparation for Korea Remittance, Direct Buyers credit and PCFC Loan.
- ➢ Supporting to GST return filing
- ➢ Preparation of Delivery Challan & E-Way Bill
- ➢ Coordinate with Auditors.
- ➢ EX & IM support- clearing month wise custom duty knock off.
- ➢ Documents and Filing.

Personnel Details

Name	:	**VIGNESH.G**
Date of Birth	:	22-03-2001
Marital Status	:	Single
Language Known	:	Tamil & English
Passport Detail	:	Passport No. V-5971857, Valid upto 09-01-2032

Declaration

I hereby certify that the information given in this resume is true to my best of knowledge.

Date :   **Signature**

Place:

(Vignesh.G)