

# VISHNUPRASAD C G

Accountant | Audit Assistant

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Location: Kasaragod, Kerala

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## PROFESSIONAL SUMMARY

Detail-oriented and analytical accounting professional with over 4 years of hands-on experience in financial reporting, auditing, and inventory management. Proven ability to manage accounts, prepare tax returns, and perform account reconciliations. Proficient in Tally ERP, SAP FICO, QuickBooks, and MS Excel. Currently pursuing CMA (India) to further enhance financial expertise and compliance knowledge.

## CORE COMPETENCIES

- Financial Reporting & Analysis
- Account Reconciliation
- GST & Tax Compliance
- Accounts Payable/Receivable
- Budget Forecasting
- Inventory & Stock Management
- Internal Auditing & Documentation
- Data Accuracy & Integrity
- Tally ERP 9 & Prime, SAP FICO, QuickBooks
- Advanced Excel, MS Word
- Attention to Detail
- Analytical Thinking
- Time Management
- Problem Solving
- Effective Communication
- Team Collaboration

## PROFESSIONAL EXPERIENCE

### > Audit Assistant | 2023 – Present

Hari & Krishna Chartered Accountants, Trivandrum

- Assisted in statutory, internal, and tax audits for clients across various industries.
- Conducted vouching, verification of ledgers, and examination of supporting documents.
- Analysed and reconciled financial data to detect discrepancies and ensure compliance with accounting standards.
- Prepared working papers, audit schedules, and documentation in accordance with firm and regulatory guidelines.
- Supported the preparation and filing of GST returns, TDS computations, and tax audits.
- Reviewed and verified trial balances, balance sheets, income statements, and cash flow statements.
- Coordinated with clients to gather required information and resolve audit-related queries.
- Contributed to the development of internal controls and process improvements.
- Ensured accuracy and integrity of financial records and adherence to statutory requirements.

### > Accountant | 2021 – 2022

Radha Bakery

- Managed day-to-day accounting transactions and bank reconciliations.
- Prepared tax returns and ensured GST compliance.
- Generated monthly financial reports and handled budget forecasts.
- Ensured timely bank payments and tracked receivables/payables.

### > Storekeeper & Accounting Assistant | 2019 – 2021

Radha's Confectionery

- Oversaw inventory control, stock monitoring, and record accuracy.
- Prepared purchase orders and supervised warehouse logistics.
- Assisted in maintaining ledgers, invoicing, and payment tracking.

## EDUCATION

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- **Certified Management Accountant (CMA)**, India (Pursuing)
- **Diploma in Professional Accounting (DPA) | 2021**  
Sree Shankaracharya Computer Center Pvt. Ltd
- **Bachelor of Commerce | 2019**  
Kannur University

## LANGUAGES

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- English (Fluent)
- Malayalam (Native)
- Hindi (Conversational)

## PERSONAL DETAILS

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- **Date of Birth:** 16-10-1997
- **Passport Number:** P8053787