



VIGNESH M

OBJECTIVE

To be associated with a firm that provides career development opportunities and contribute to its progress through my knowledge and skills.

WORK EXPERIENCE

ART LEGENDS - Calicut (03/2021 - present)

Accountant/ Store administration

- Expertise in working with tools like Tally Prime, Excel, Word and Powerpoint
- Maintain company accounts
- Posting journal entries
- Updating financial statements
- Maintaining accounts receivable and accounts payable
- Prepare regular reports on expenses and office budget
- Familiar with meta business suite, Google Ads, Google Analytics, Wati, Mailchimp

SIMPLE MARKETING- Calicut (09/2016 –02/2021)

Administration Officer /Accounts

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by clients and update office policies as needed
- Maintain a company calendar and schedule appointments
- Arrange travel and accommodations, book meeting rooms.
- Distribute and store correspondence (e.g., letters, emails, and packages)
- Prepare reports and presentations with statistical data, as assigned
- Expertise in working with tools like Tally Prime, Excel, Word and Powerpoint
- Schedule in-house and external events

CONTACT

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UAE : +971 562541788

EMAIL ID : vigneshmoothayil@gmail.com

PERSONAL DETAILS

Fathers Name : Sathyanandan M

Date Of Birth : 28-01-1994

Gender : Male

Marital Status : Single

Nationality : Indian

Current Address : Dubai

Native address : Moothayil House

Eranjipalam post

East nadakkavu

Calicut- 673006

Kerala, India.

Passport No : X6782889

Visa Type : Visiting

Visa Expiry : 10-02-2024

PERSONAL SKILLS

- Active listening
- Typing skill
- Communication
- Computer skills
- Customer service
- Leadership
- Interpersonal skills

LANGUAGES

- English
- Malayalam
- Hindi

HOBBIES

- Football
- Board games
- Puzzles
- Photography
- Editing photos and videos

EDUCATION

B.Tech in Computer Science and Engineering

VEDA VYASA INSTITUTE OF TECHNOLOGY - Malappuram
2011 - 2015

PLUS TWO (Science)

MCCHSS - Calicut
2011

SSLC

MCCHSS - Calicut
2009

ACADEMIC PROJECTS

- Developed a main project of "A NOVEL APPROACH OF IMAGE MINING BASED ON TEXTURE" using JAVA and SQLyog for acquiring BTECH in Computer Science & Engineering
- Developed a mini project of "NETWORK MANAGEMENT SYSTEM" using JAVA and SQL for acquiring BTECH in Computer Science & Engineering
- Presented seminar on "A REVIEW ON DIFFERENT HARDWARE PLATFORMS PERFORMING BIG DATA ANALYTICS" for acquiring BTECH in Computer Science & Engineering

EXTRA-CARICULAR ACTIVITIES

- Attended industrial training program on "ANDROID" at Keltron Knowledge Centre, Calicut
- Attended seminar on "LATEST TECHNOLOGIES IN IT INDUSTRY" held at Kinfra Industrial Park, Kakkancheri, Malappuram
- Attended and took active part in workshop on "WEB DESIGNING" held at Veda Vyasa Institute of Technology, Malappuram
- Completed industrial visit at "BHEL, BANGALORE"
- Completed workshop at "ANNA UNIVERSITY TRICHI" on IMAGE AND PATTERN RECOGNITION

DECLARATION

I herewith declare that the above-mentioned details are true to the best of my knowledge.

Vignesh M