



## Vignesh M

 [vigneshmanikumar@gmail.com](mailto:vigneshmanikumar@gmail.com)

 +971 56 372 1485

 Visit Visa (valid till 05/03/2024)

## Skills

- SAP FICO
- MS Office Applications
- Tally ERP 9
- Knowledge in XBRL filing
- Microsoft Dynamics 365
- Advance Excel

## Languages

- English
- Tamil

## Strengths

- Good Interpersonal and Communicational Skills
- Ability to learn new Software.
- Time management
- Goal oriented
- Quick Learner
- Self Confidence

## Summary

To seek a position in the field of Finance in an esteemed organization that helps me in expansion of my knowledge in the domain and put my financial reporting and planning skills to good use.

## Experience

- Worked as an **Accounts Process Executive** – Finance & Accounts in **Redington Group UAE** (Dec'21 to Oct'23)

### Roles and responsibilities: -

- Expertise in managing Accounts Payable (AP), Accounts Receivable (AR), and adept at Master Data creation in ERP systems
- Experience in PO, SO creation.
- Booking MIRO (3-way matching) and ensuring to close on daily basis
- Conduct comprehensive reconciliations for Vendor, Customer, Bank, Intercompany transactions, Inventory Pending Claims, and General Ledger
- Ensure accurate and timely processing of payments, receipts, and adherence to compliance standards
- Accounting and allocating customer receipt
- Skilfully handle various accounting tasks, including customer receipt allocation, booking provisions/prepaid expenses, and recording business expenses and revenues
- Thoroughly prepare schedules for provisions, prepaid items, and Fixed Assets, while reviewing Trial Balance and Profit & Loss accounts for accuracy
- Generate monthly and weekly financial reports, encompassing AR Ageing, AP Ageing, Inventory Ageing, Gross Margin Report, and Management Information System (MIS) Reports
- Manage daily book closure, including follow-ups on employee-related payments
- Conduct monthly checks for General Ledger, Customer Ledger, and Vendor Ledger clearing
- Collaborate effectively with statutory and internal auditors, ensuring seamless coordination during audits
- Address queries from vendors and customers with efficiency and possess a solid understanding of UAE Taxation

- Pursued as **CMA Articleship Trainee** in Thoothukudi Smart City Ltd., under **CMA Muthukrishnan Sankar & Associates, India** (Aug'2019 to Oct'2021)

- Experience in internal auditing and helped with statutory audit
- Preparing minutes and filing reports in MCA portal.

## Personal Details

Date Of Birth	22-12-1996
Gender	Male
Marital Status	Single
Nationality	Indian
Passport No.	B9510702

## Education

**Institute of Cost Accountant of India, Kolkata, India**  
Dec 2020  
Cost and Management Accountant (Inter & Group 4 Completed)

**Indira Gandhi National Open University, New Delhi, India**  
Aug 2021  
Master of Commerce in Management Accounting & FS

**VOC Arts and Science College, Tamilnadu, India**  
May 2017  
Bachelor of Commerce (Finance & Accounts)

**Star Matric Hr Sec School, Tamilnadu, India**  
April 2014  
Higher Secondary in Commerce, Accounts & Business Maths