

Resume

Vineshkumar

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SUMMARY

Reliable and hardworking Account Executive with four years of experience and advanced client relationship management and communication skills. Seeking a long-term position to build successful and lasting relationships with business partners.

CAREER OBJECTIVE

Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.

SKILLS

- .Problem solving
- .Adaptability
- .Collaboration
- .Strong work ethics
- .Time management
- .Critical thinking
- .Handling pressure

EXPERIENCE

16/05/2016 - 03/06/2020

Organization - Super Shine Investment Plc

Designation - Marketing with Assistant Accountant

Responsibility - . Manage accounts payable by verifying purchase orders, coding invoices, data entry, paying vendors, and tracking and resolving discrepancies.

.Manage accounts receivable by tracking, generating, submitting, reconciling and following up on all payments coming in and invoicing going out to clients, resolving discrepancies.

. Oversea sales tax and abide by state and jurisdictional regulations. prepare monthly and quarterly returns, maintain organized records and documentation of fillings.

. Setup and maintain all employees in the system. Responsible for maintain employees files.

. Coordinate and collect overdue/outstanding accounts.

Create awareness of and develop the brand.

.Communicate with target audiences and build development of customer relationship.

.Oversea distribution of marketing material.

23/08/2011 - 05/08/2013

Organization - Gem Motors

Designation - Team leader

Responsibility - .Managing team by assessing task.

.Tracking the monthly performance of the team.

.Preparing sales report for management.

.Training the team.

.Evaluate the car purchases and fixing the price for sale.

EDUCATION

Degree/Course	Institute Name	University	Percentage	Year Of Passing
MBA	Karpagam Institute Of Technology	Anna University	68%	2015

ACHIEVEMENTS & AWARDS

1.Best employee of the year 2017 & 2019

STRENGTH

.Flexible

.Dedicated

.Honest

.Positive thinking

.Team player

WEAKNESS

.Emotional

.Sensitive

.Insecure

AREA OF INTEREST

Travelling and sports

PERSONAL DETAILS

Father's Name

Dhakshinamoorthi

Address

3/76 Mukkonam Ground,
V.Kaliyapuram, Pollachi, Coimbatore
642129

Date Of Birth

25/07/1990

Gender

Male

Marital Status

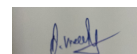
Single

Nationality

india

Language

English, Tamil, Malayalam, Hindi



DATE -

SIGNATURE