



VISHNU CS

ACCOUNTANT

PROFESSIONAL SKILLS

Financial Statements
Payroll
IT Skills
MS Office
Account Reconciliation
Profit and Loss
Quickbooks
Invoices
General Ledger
Tally ERP
Creative Thinking
Communication
Time-Management

PERSONAL DATAS

Name : VISHNU CS
Date of Birth : 04/06/1998
Birth Place : Palakkad-Kerala
India
Marital Status : Single
Languages : English / Hindi /
Malayalam / Tamil

CONTACT

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Website : [Vishnu Cs](#)
LinkedIn : [Vishnu Cs](#)

OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

WORK EXPERIENCE

ACCOUNTANT

STONE PALACE | Jan 2018 - Jan 2022

- Maintaining all the relevant books of accounts.
- Ensure all customers payments are clear and up-to-date
- Maintaining the billing system
- Performing account reconciliations.
- Maintaining accounts receivable files and records.
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- Ensure all customers credit limit and credit period are according to the agreement.
- Preparing analyses of accounts and producing monthly reports.
- Manage day to day operations of the accounts departments.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- To make sure that records are accurate and that taxes are paid properly and on time.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

Madurai Kamaraj University | 2020

BACHELOR OF BUSINESS ADMINISTRATION

University of Calicut. | 2018

PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

Aryabhatta Computers. | 2019

DECLARATION

Hereby certify that all the above mentioned facts are true to my knowledge. More reference shall be provided on request.