

VISHNU RAJ R


Accounting Service Associate

A passionate, decisive and diligent BBA qualified Professional with more than 3 years, 3 months of progressive experience in Accounts & Administration. A versatile, quick learner willing to enthusiastically looking in competitive environment with challenging task currently looking for a suitable opportunity position with an exciting forward thinking company to excel, deliver and achieve my potential.



CONTACT

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SKILLS

- SAP
- DART
- TALLY ERP 9
- MS OFFICE
- QUICK BOOK

ACADEMIA

- GTEC Computer Education 2018-2019
- Bachelor of Business Administration 2015-2018
- Higher Secondary Education 2013-2015

EXPERIENCE

➤ **Conduent Business Services LLP - Nov 2021 till Dec 2023**

- Post Intercompany Journal Entries
- Perform Intercompany Reconciliation
- Monitors pending IC requests & provide status updates
- Performing Cash Flow Forecasting
- Performing IRIS upload to consolidate & elimination of IC data from Corporate books
- Supporting Month end close activities
- Investigate & resolve any enquiries related to IC transactions
- Analysis of Actual Vs Budget

➤ **Soak City Automotive World - Sep 2020 till Oct 2021**

- Petty Cash Management
- Supervising Inventories & Employees
- Maintaining records for expenses and income accrued
- Payroll Management
- Cash Dealings
- GST
- Tally posting

LANGUAGE PROFICIENCY

- English
- Hindi
- Tamil
- Malayalam

PROJECTS

- Labour Absenteeism and Its impact on Performance

I made a detailed study on the reason & rate of Absenteeism employees working in Sangrose Laboratory Pvt Ltd.

ACHIEVEMENTS

- Completed FINMARK FUNDAMENTALS OF CAPITAL MARKET Module during 2016-2017
- Participated in National Level Management Fest conducted by Mariam International Institute of Management in 2017

PERSONAL DETAILS

- Marital Status – Single
- Visa Status – Expire in 10th March 2024
- Nationality – Indian
- DOB – 11/05/1997
- Passport Number – S5012112