**RESUME**

**VIJITHRA**

**VIJITHRA.304614@2freemail.com**

**Objective:**

A suitable position in Accounting/Administration field which involves skill, efficiency, dynamism, technical and diversified knowledge, to be part of an aggressive growing company where I can excel by contributing to the progress of the company by utilising my proven negotiation and interpersonal skills and stimulates personal and career growth.

**Employment Experience:**

 **M/s. Sterling Technotec (Textile Manufacturers), India.**

**Experience: 2 Months during 2010**

**Designation: Assistant Accountant**

**Job Description**

* Maintenance of cash book, bank book, general ledger, subsidiary ledger, asset register and stock register.
* Maintenance and reconciliation of bank accounts, customers and suppliers Accounts.
* Preparation of invoices, bills, LPOs, vouchers and issuing of debit and credit notes wherever necessary.
* Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book

 **Gulfteam Electromechanical Works (Electrical and Mechanical Contractors**), **Dubai, UAE.**

**Experience : 6 Months**  **(Sep 2011 to Feb 2012)**

**Designation: Accountant**

**Job Description**

* Maintenance of cash book, bank book, general ledger, subsidiary ledger, asset register and stock register.
* Maintenance and reconciliation of bank accounts, customers and suppliers Accounts.
* Preparation of invoices, bills, LPOs, vouchers and issuing of debit and credit notes wherever necessary.
* Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book
* Attending phone calls and give information to appropriate persons

**Repco Home Finance Ltd (Government of India Enterprise) India.**

**Experience: 1 Year 6 Months (Feb 2014 to Present)**

**Designation: Executive**

**Job Description**

* Maintenance of Cash book, Bank book, Asset Register, Bills Receivable , Bills Payable register.
* Maintenance of reconciliation of bank accounts and customers .
* Intimate the customers about loan sanction .
* Making arrangement for documentation of loan formalities.
* Making arrangement for disbursement after completing loan documentation formalities.
* Submit monthly reports regarding the expenses and cash book balances.
* Dynamic and efficient in co-ordination, control, communication and implementing the strategies and policies of the management to the concerned department.
* Follow up of dues and interest from customers.
* Intimate customers about cheque exhaust.
* Follow up of cheque returns and collect dues.
* Prepare statement for TDS and month end reporting to accounts department.

**Educational Qualification**:

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| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year** | **%** |
| **B.Com** | Madurai Kamaraj University | 2007 | **74** |
| **M.Com(Finance)****I Year completed** | Madurai Kamaraj University | 2014 | **58.75** |
| **ICWAI (Inter)** | Institute of Cost and Works Accountant of India | 2015 | **Pursuing** |

 **Computer Exposure:**

Operating Systems : WINDOWS 2000, XP, VISTA

Word processing : MS-WORD

Spread Sheets : MS-EXCEL and

working knowledge in Internet

 Accounting Software : Tally ERP

**Languages Known:**

 Read & Write : English, Tamil.

 Speak : English, Tamil & Telugu.

 I hereby assure that information given above is true with best of my Knowledge.