

VIGNESH KRISHNAN

HR & FINANCE BACK-END EXECUTIVE

DUBAI
United Arab Emirates



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Professional Summary

Proven success with budgets, financial analysis, and tax strategies. Proven effectiveness in preparing financial reports, budgets, analyses, and forecasts in strict compliance with international accounting standards. Well-versed in all corporate accounting functions, including complex federal and state tax accounting.

HIGHLIGHTS

- ◆ Process Improvement
- ◆ Database Management & Analysis
- ◆ HR & Finance back-end Support
- ◆ Documentation Management
- ◆ Project Coordination
- ◆ Advance M S Office User
- ◆ HRMS, Payroll
- ◆ TALLY
- ◆ Quick-Book
- ◆ Reports Management

WORK HISTORY

SUNLIGHT ELECTROMECHANICAL COMPANY LLC,
SARAVANA FOOD FACTORY LLC UAE

SEP 2018 - Till present

Job description: HR & Finance Back-office Consultant.

Responsibilities

- Performed accounts payable functions for manufacturing expenses.
- Managed vendor accounts, generating weekly on Demand cheques.
- Managed financial departments with responsibility for Budgets, Payroll, Accounts Payable and Receivable.
- Prepared company accounts for audit.
- Coordinated monthly payroll functions for 200+ employees.
- Completed entire month end close process (prepared and analyzed monthly journal entries as well as the Cash Flow, Balance Sheet, Income Statement, and Trial Balance and Earnings
- Reviewed the payment vouchers and checked receipt vouchers before posting to ledger

SUTHERLAND GLOBAL SERVICES

JUNE 2017 – SEP 2018

Job description: Backend Consultant

Responsibilities

- Attending patient calls for appointments and complaints.
- Managed accounts payable, accounts receivable, and payroll departments.
- Prepared annual company accounts and reports.
- Administered online banking functions.
- Managed payroll function for employees.
- Monitored and recorded company expenses.
- Performed general office duties and administrative tasks.

EDUCATION

- **MASTER OF BUSINESS ADMINISTRATION
IN HUMAN RESOURCE**
- **DIPLOMA IN BUSINESS
ADMINISTRATION IN BANKING AND
FINANCIAL SERVICE MANAGEMENT
IIBM, DELHI**
- **DIPLOMA IN INDIAN AND FOREIGN
ACCOUNTING INTERNATIONAL
ASSOCIATION OF BOOK-KEEPERS IAB,
UK**



PERSONAL DETAILS

Full Name: VIGNESH KRISHNAN

DOB: 13/10/1992

Nationality: Indian

Marital Status: married

Languages: English, Malayalam, Tamil.

DECLARATION

DECLARATION:

“I hereby declare that all the details mentioned above are true to the best of my knowledge and belief”.

Dubai

VIGNESH KRISHNAN