

# ARTHI VIGNESH

Assistant Professor | Coordinator | ERP System

arthi.s@firebird.ac.in | Coimbatore 641032

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## PROFESSIONAL SUMMARY

Assistant Professor and ERP Coordinator with an MBA in HR & Finance. Experienced in academic administration, student support, and ERP-based data management, along with a background in HR and finance operations from the corporate sector. Skilled at coordinating admissions, events, and institutional workflows while maintaining accuracy in reporting and documentation. Organized, detail-oriented, and comfortable managing both people and systems, with strong communication and interpersonal abilities.

## PROFESSIONAL EXPERIENCE

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### Assistant Professor - Coordinator - ERP Systems | Firebird Institute of Research in Management

August 2023 - Present

- Administrative Support: Prepared daily attendance reports for the Admin Team, ensuring accuracy and timeliness.
- Reporting & Communication: Submitted daily work reports to Management, keeping them informed of college activities.
- Student Accounts Management: Monitored and collected outstanding fees from students, ensuring timely payment.
- Student Onboarding: Coordinated registration processes, obtained policy signatures, and collected original certificates.
- Event Coordination: Collaborated with Management to plan and execute successful institutional events.
- Admissions Support: Arranged entrance exam schedules and personal interview slots for prospective students.
- ERP Systems Coordination: Oversaw ERP-based administrative workflows to streamline student and institutional data management.

#### Key Skills Developed:

- Time management and organization
- Communication and interpersonal skills
- Attention to detail and accuracy
- Event planning and coordination
- Student relations and support

### Trainee - Human Resources | Evergreen Business Solutions

January 2023 - July 2023

- Gained comprehensive understanding of EGBS ERP solutions, focusing on Finance, Accounts, and HR management.
- Developed working knowledge of Financial and Accounting modules (Accounts Payable, Accounts Receivable, General Ledger).
- Supported HRMS (Human Resource Management System) operations and employee data management.
- Assisted in ERP implementation projects, including configuring and testing billing software for finance and accounts.
- Managed and resolved tickets within Shared Services and Support functions.

## EDUCATION

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### **MBA - Human Resources & Finance**

Akshaya Institute of Research in Management

*July 2021 - May 2023*

### **B.Com - Professional Accounting**

Sri Krishna College of Arts and Science

*June 2017 - May 2020*

### **Higher Secondary Education**

Girls Hr. Sec. School

*June 2015 - May 2016*

## CORE SKILLS

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- Training and Development
- Accounts Payable & Accounts Receivable
- Cash Management and Payment Tracking
- ERP Systems Coordination
- Communication Skills

## LANGUAGES

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- English
- Tamil
- Telugu

## INTERESTS

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- Learning New Languages
- Writing
- Music