

## **CURRICULUM VITAE**



**Ms. VEENA P VINAYAN  
PADANILATHU (H)  
MAMMOODU P O,  
NDAKKAPADAM  
CHANGANACHERRY ,  
KOTTAYAM, KERALA  
PIN : 686536  
E-MAIL ID : [veenapv1996@gmail.com](mailto:veenapv1996@gmail.com)  
Mobile No : 7356578218**

### **CAREER OBJECTIVE**

**Seeking a good opportunity in this field to showcase my skills and contribute my talents for the development of the organisation.**

### **PERSONAL PROFILE**

<b>Full Name</b>	<b>:</b>	<b>VEENA P VINAYAN</b>
<b>Gender</b>	<b>:</b>	<b>FEMALE</b>
<b>Age &amp; Date of Birth</b>	<b>:</b>	<b>25yrs, 27<sup>th</sup> July 1996</b>
<b>Religion</b>	<b>:</b>	<b>Hindu</b>
<b>Marital Status</b>	<b>:</b>	<b>Single</b>
<b>Fathers Name</b>	<b>:</b>	<b>Vinayan P K</b>
<b>Mothers Name</b>	<b>:</b>	<b>Ampily T K</b>
<b>Languages Known</b>	<b>:</b>	<b>English, Malayalam</b>
<b>Key Strength</b>	<b>:</b>	<b>Leadership, Communication, Good Listener, Hard Working, Quick Learner</b>
<b>Hobbies</b>	<b>:</b>	<b>Listening Music, Singing, Cooking</b>

## **Academic Qualification**

Course	School / College	Board/University	Year of Passing	Marks
M.com ( Finance & Taxation )	St. Berchmans College Changanacherry	M G University	2020	7.21 (CGPA)
B.Com ( Finance & Taxation )	Assumption College Changanacherry	M G University	2018	7.29 (CGPA)
Class XII	S T Joseph's G H S S Changanacherry	Board of Higher Secondary Examination	2015	80%
Class X	S T Joseph's G H S S Changanacherry	Kerala Board	2013	78%

## **Work Experience**

- Worked with M/S THOMAS & ASSOCIATES, as an Accounts Assistant from 13<sup>th</sup> July 2020 to 21<sup>st</sup> November 2020(I had done the accounting works of manufacturing, trading, non-trading concerns plantations and charitable institutions in Tally Software and I have experience in Tally ERP 9, Billing, Voucher Entry and Accounting)

## **Achivements & Contributions**

- Completed DGSTP ( Diploma in Goods and Services Tax Practice ) course under Kerala State Rutronix in 2018 ( Financial Accounting, Direct & Indirect Tax with GST, Tally with GST)
- Completed PDCFA ( Professional Diploma in Computerised Financial Accounting ) course under Kerala State Rutronix in 2018 (Fundamentals of Computer & Operating Systems, Office Suits, Accounting Tally & Peachtree)
- Participate in one day National Seminar on ‘Careers in Financial Market’ organized by Post Graduate Department of Commerce , St. Berchmans College Changanacherry on 26th September 2018.
- Participate in two day National Seminar on ‘Contemporary Issues in Commerce and Management’ , organized by Post Graduate Department of Assumption College Changanacherry on 4th and 5th October 2018.

## **Technical skills**

- Tally Prime
- Gst
- MS Excel
- Tally ERP 9
- MS Office
- Typing

## **Accounting skills**

- Handling Billing, Voucher Entry, Cash, Bank, Purchase and Sales Register
- Handling Journal, Ledger and Day to Day Entries

## **DECLARATION**

I VEENA P VINAYAN, hereby declare that the information furnished above is true to the best of my knowledge and belief.

Ms. Veena P Vinayan