

CURRICULAM VITAE

VEENA RAJENDRAN.U.S
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POST APPLIED FOR : ACCOUNTANT

OBJECTIVE

- ❖ *A Suitable position with an organization where I can Utilization where I can Utilize the best of my skills and abilities that fit my Education, Skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the Company.*

SUMMARY OF QUALIFICATION

- ❖ *Ability to perform multi task effectively*
- ❖ *Hard Working*
- ❖ *Communication Skills*
- ❖ *Detail Oriented*
- ❖ *Customer care Skills*
- ❖ *Can work care Skills*
- ❖ *Can work under pressure*
- ❖ *Self starter, can work independently*

EXPERIENCE

Company	:	Maruthi Suzuki Popular
Location	:	India
Position	:	Accountant
Duration	:	01 year

DUTIES & RESPONSIBILITIES

- ❖ *Prepare profit and loss statements and monthly closing and cost accounting reports.*

- ❖ *Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.*
- ❖ *Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.*

- ❖ *Monitor and review accounting and related system reports for accuracy and completeness.*
- ❖ *Explain billing invoice and accounting policies to staff, vendors and clients.*
- ❖ *Resolve accounting discrepancies.*
- ❖ *Supervise the input and handing of financial data and reports for the company's automated financial systems.*
- ❖ *Interact with internal and external auditors in completing audits.*
- ❖ *Other duties as assigned.*

EDUCATIONAL QUALIFICATION

- ❖ *M.com – year 2016*
- ❖ *B.com – year 2013*
- ❖ *Intermediate*
- ❖ *S.S.L.C*

COMPUTER SKILLS

- ❖ *Basic Computer Knowledge*
- ❖ *MS Windows, MS Office (MS Word, MS Excel, MS Power Point)*
- ❖ *Tally*
- ❖ *Internet & Email*

PERSONAL DETAILS

Name

:

VEENA VINOD

Date of Birth : *11/09/1992*
Sex : *Female*
Husband Name : *Vinod Kumar*
Marital Status : *Married*
Religion : *Hindu*
Nationality : *Indian*
Language Known : *Malayalam, English,Hindi & Tamil*

PASSPORT DETAILS

❖ *Passport No.* : *P 1199436*
❖ *Date issue* : *24/10/2016*
❖ *Date of expiry* : *23/10/2026*

DECLARATION

I here by certify that the mentioned Statement is correct & true to the best of my knowledge & belief.

VEENA VINOD