

## CURRICULUM VITAE



**Ms. VEENA P VINAYAN  
PADANILATHU (H)  
MAMMOODU P O,  
NDAKKAPADAM  
CHANGANACHERRY ,  
KOTTAYAM, KERALA  
PIN : 686536**

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**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

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

## 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)

## Achievements & 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