

Vinayak S U

East Maruthara, CRA:-128, Perunthanni, Vallakadavu
Trivandrum, Kerala
+919400981407, 8943563933
vinayakvinu1989@gmail.com

Summary

Aspiring for a career to work in a challenging position with a combined technical and business role for my organization to my full capability there by beneficial for the organization and myself

Education

ICFAI University

Master Business of Administration
Thiruvananthapuram, Kerala
Graduating June 2017
Option Subjects: **Finance & HR**

University of Kerala

Bachelor of Commerce (B Com)
Thiruvananthapuram, Kerala
Graduated April 2011
Option Subject: **Taxation**

St Joseph Higher Secondary

12th HSE (Commerce)
Graduated March 2007
Option Subject: **Computer Application**

Sarvodaya Vidyalaya

10th SSLC
Thiruvananthapuram, Kerala
Graduated March 2005

Employment History

Kairali Ford (Ford Dealership)

Accounts Officer
Thiruvananthapuram, Kerala
November 2013 – Present

- **Duties & Responsibilities:** Accounting Management, Reconciliation, Customer Relation, Document Control, Mathematical Skills, Financial Accounting, Profitability, Daily Book Keeping

Capstocks & Securities (India) Pvt Ltd

Junior Executive
Thiruvananthapuram, Kerala
December 2011 – November 2013

- **Duties & Responsibilities:** Brokerage Settlement, Client Relation, Payrolls, Issuing cheque to Customer & Brokers, Petty Cash.

Nakshatra Associates

Junior Executive
Thiruvananthapuram, Kerala
June 2010 – November 2011

- **Duties & Responsibilities:** Reconciliation, Auditing, Client Relation.

Hobbies & Interest

- Music
- Traveling
- Playing Cricket

Professional Skills

Tally: Intermediate
MS Office: Intermediate
Incadea (Ford Software DMS): Intermediate
Auto Deal: Intermediate
Axela Automation: Intermediate

Languages

English: Proficient
Malayalam: Native
Tamil: Conversational
Hindi: Conversational

Personal Details

Name : Vinayak S.U
Date of Birth : 18-05-1989
Sex : Male
Marital Status : Married
Nationality : Indian

Declaration

I, VINAYAK S.U., hereby declare that the above written particulars are best of my knowledge and belief.

VINAYAK S U