



VEENA S.M
KIZHAKKINKARA PUTHEN VEEDU
CHITHRA NAGAR, POOJAPPURA PO
Mob: 8943263183
Email:Veenasm41@gmail.com

Career Objective

Intend to build a career with institute which helps me to utilize my potential to maximum. Desired to be stable, consistent, hardworking and sincere with my profession & to provide development of the organization.

Professional Skills

- Knowledge in Tally
- Knowledge in MS-Word, MS Excel, Power point
- Internet Operations & E-mail handling

Strength

- Effective time Management
- Ability to work under pressure & to get along with everyone.
- Positive approach & Attitude
- Communication Skill

Work Experience

Working as Assistant Accountant in Siddhi Vinayak Automobiles since November 2017

Responsibilities

- Maintain all type accounting Voucher entry.
- Maintain Bank reconciliation statement and Reconciliation of Debtors & Creditors
- Maintain Petty cash book
- Maintain Purchase & Sales Register
- Stock Transfer Reconciliation

- Branch Reconciliation
- Filing of GSTR1,GSTR3B
- GSTR2 Reconciliation
- Preparation of Asset & Liabilities Statements
- Preparation of P & L a/c

Worked with Win Win Appliances as Accountant from February 2015 to October 2017.

Responsibilities

- Maintain day to day books of Accounts in tally and reporting to management
- Maintain Petty cash book
- Reconciliation of Bank Statements
- Reconciliation of Debtors & Creditors
- Maintain Journal entry ,Sale & Purchase register including invoice preparation
- Coordination of Ledgers
- Preparation of P& La/c ,Trial balance
- Inventory Management

Academic Record

Education	University	Year	Percentage
M.com	Kerala University	2016	72%
B.Com	Kerala University	2014	86%
Plus Two	Higher Secondary Board exam Kerala	2011	89%
S.S.L.C	Board Exam Kerala	2009	84%

Additional Qualification

- Diploma in Computer Application
- Diploma in Computerized Accounting(Tally).

Personal Data

Name : Miss.Veena.S.M

Fathers Name : K.Madhu soodhanan Nair

Mothers Name : Sobha.M

Name of the Spouse/ Guardian: K.Madhu soodhanan Nair

Marital Status : Single

Date of Birth : 16-07-1992

Gender : Female

Language Known : English, Malayalam, Hindi

Nationality : Indian

Religion : Hindu

Permanent Address : Kizhakkinkara puthen Veedu, Chithranagar
Poojapura P.O 695012 Trivandrum, Kerala

Contact Address : Vijaya nivas, Vivekanandanagar, Vellayani
Ookkode P.O 695020, Trivandrum, Kerala

Contact Number : 8943263183

DECLARATION

I hereby declare that the above said information are true and correct to the best of my knowledge and belief.

Place: Trivandrum

Date : 04.06.20

Veena S . M