

**VINEESH.V**

VISHAKAM, VAZHAVILA,
NEAR GV RAJA, MYLAM
CHERIYAKONNI PO
TRIVANDRUM- 695013

Mob: +91 8301031871, 6235260399
vineeshdeepu27@gmail.com

Career Objective:

To take up a challenging career in the industry and to become a much respected sought – after professional by working efficiently and extending my sincere services to the company in which I am employed.

Academic Profile:

Course	Year	Board/University/Institution	Percentage
SSLC	2007	ST JOSEPH HSS, TRIVANDRUM	70%
HSC	2007-09	ST JOSEPH HSS, TRIVANDRUM	70%
B.com	2009-12	Kerala University, Trivandrum	45%
M.com	2013-15	Kerala University, Trivandrum	55%
GST Practitioner	As on 25.06.2020	Enrolment Number: 322000004866GPU	

Technical Qualification:

Ms Office	2005	Winners, Vattiyoorkavu, Trivandrum
DTP	2011	Winners, Vattiyoorkavu, Trivandrum
Master Diploma in Multimedia & Animation	2011	GTECH Computer Education, Trivandrum
Diploma in Professional Accounting	2012	Cambridge Computer Technology, Statue, Trivandrum

Career Summary:

04.07.2012 to 10.06.2013: Worked as an Accounts Trainee in Accountants Service Society Tvpm.

03.12.2013 to 31.12. 2014: 1 year Experience as Accounts and Audit Trainee under a Chartered Accountant Firm. (Shridar & Co, Trivandrum).

04.01.2015 to 04.12.2015: Worked as an Accounts Executive in Agnikone, Kuravankonam, Tvpm.

05.12.2015 to 15.10.2017: Worked as an Accounts Executive in Urbanscapes properties, Kuravankonam, Tvpm.

16.10.2017 to Present: Working as an Accountant in GSPU & Associates, Trivandrum.

Key Responsibilities Handled:

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation of total turnover.
- Bank, Debtors & Creditors Reconciliation.
- Maintain cash transaction & petty cash book, preparing cash.
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Preparing of Vouchers.
- Reconciliation of Bank Statement at the end of month.
- Maintain salary register in MS-Excel.
- Maintain Balance sheet & profit & Loss.
- Preparing statement of TDS, PF, ESI.
- Accounts Finalisation, TAX Audit, GST Audit, GST Return Filing.

Skill Set:

- Operating systems : Windows XP, Windows Vista ,Windows 7,
- Packages : MS-Office, Tally ERP 9, Marg ERP, Wings, Quickbook

Strengths

- Positive attitude
- Confidence
- Creative nature
- Self learning capability
- Like to work in teams
- Problem solving capability
- Designing capability

Personal Profile

Father's name	:	S VIJAYAN
Date of Birth	:	27.05.1991
Gender	:	MALE
Nationality	:	INDIAN
Marital Status	:	MARRIED
Religion	:	HINDU
Languages known	:	
Speak	:	ENGLISH, MALAYALAM
Read & write	:	ENGLISH, MALAYALAM, and HINDI.
Permanent Address	:	VISHAKAM, VAZHAVILA NEAR GV RAJA MYLAM, CHERIYAKONNI PO TRIVANDRUM KERALA 695013 Ph: 8301031871, 6235260399

Declaration

I hereby solemnly declare that the particulars furnished above are true to the best of my knowledge.

Place: Trivandrum
Date:

VINEESH.V