**VINEETHA RAJ V**

### **Matha Bhavan,**

### **Kuttiyani, Panthalacode P.O,**

### **Thiruvananthapuram – 695028**

**Ph: 9544353020**

**Mail to: vinijoseph9@gmail.com**

# **OBJECTIVE**

To work in an environment which enables me to learn the latest technology and widen the spectrum of my knowledge.

# ACADEMIC QUALIFICATIONS

**PGDSE**

University/Board: **TCIL – IT**

Year of Passing: **2009**

Percentage of Marks: **79%**

**M.Com** (Completed – 2014)

**B.Com**

University/Board: **Kerala University**

Year of Passing: **2006**

Percentage of Marks: **49%**

**Plus II**

University/Board: **HSS Board**

Year of Passing:**2003**

Percentage of Marks: **59%**

**SSLC**

University/Board: **Kerala State Board**

Year of Passing: **2001**

Percentage of Marks: **54%**

# TECHNICAL QUALIFICATIONS

DCFA (Diploma in Computerized Financial Accounting)

Tally, M.S Office, Excel, PPT

**STRENGTH**

* Good knowledge in GST
* Filing GSTR1 & 3B
* Knowledge in Tally and Total care softwares.
* Preperation of customer and supplier master creation.
* E-way bill preperation
* Comprehensive problem solving
* GST purchase and sale entries
* Preperation of journal entries
* Daily sheet (cash book), bank entries
* Making payments, receipts & bank transactions
* Knowledge in Quotation making, email, net banking

**EXPERINCE:**

TATA AIA : 4 years experience in financial Advisor (2006 – 2010)

Swiss Central School : 31/2 years experience as clerk cum Accountant (2010 – 2014)

Baba Enterprises Pvt Ltd : 3 years (2014 - 2019)

experience as an Accountant

Sastha Associates. : 3 months

PERSONAL DETAILS

Husband's Name : **Vinil. J**

Date of birth : **24 September 1985**

Sex : **Female**

Religion : **Christian**

Caste : Malankara Syrian

Nationality : **Indian**

# Declaration

I here declare that the above information is true to the best of my knowledge and conviction.

**Vineetha Raj V**

Place: Trivandrum

Date: