**RESUME**

**VEENA R NAIR**

Chittoor Konathu Keezhe Puthan Veedu,

Poojappura, Mudavanmugal P.O

Trivandrum 695012

Kerala

Phone No.9567653441

Email: [veenadevanr@gmail.com](mailto:veenadevanr@gmail.com)

**Career Objective**

Secure a responsible career opportunity to fully utilize m training and skills, while making a significant contribution to the success of the company. Seeking an entry-level position to begin my career in a high-level professional environment.

**Personal Profile**

Name : Veena R Nair

Age & Date of birth : 23years, 17.09.1997

Marital Status : Single

Gender : Female

Nationality : Indian

Religion & Cast : Hindu, Nair

Category : General

Languages known : Malayalam, English, Hindi, Tamil

Strengths : Self confidence, Positive attitude, Patience & Hard work

Contact Info. : 9567653441, 8138043440

**Work Experience**

1+ year experience as Accounts & Audit Trainee in a CA Firm.

**Accademic Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board / University | Year of completion | % of Mark |
| SSLC | Kerala State | 2012 | 70% |
| Plus Two | Kerala State | 2015 | 73% |
| B.Com (Taxation) | University of Kerala | 2017-19 | 51% |

**Computer Skills**

* Tally
* DCA
* MS Office
* Working knowledge internet

**Personal Specification**

* Hardworking and punctual
* Self confidence
* A good listener
* Able to work as a team
* Able to communicate clearly and courteously

**Declaration**

I hear by declare that the above furnished details are correct and true to the best of my knowledge and belief.

Date

Place **VEENA R NAIR**