Curriculum Vitae

Janany Vivekananthan

321/1 Senanayaka Place

Dehiwala

0777 168098

jananyvivekananthan@gmail.com

**Personal Data Profile**

Name : Janany Vivekananthan

Gender : Female

Date of Birth : 04 September 1984

Contact Number : 0777 168098

Civil Status : Single

NIC Number : 847480580V

**Professional Experience**

Feb 2011 – **K.R. Accounting Service**

July 2012 **Accounts Clerk**

* Overall responsible person for organizations accounting related tasks.
* Person in charge for writing and maintaining the books of accounts for internal department and clients.
* Responsible for preparing annual P&L accounts, balance assets, extracted trail balance and the final accounts.
* Analyzing general expenses such as utility usage, lease and etc.
* Reconcile the bank balances with the bank statements.
* Learnt accounting, auditing and account management.

**Professional Experience**

OCT 2012 – **M.M. Management services (Pvt) Ltd.**

Present **Accounts Clerk**

* Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records : compiles and sorts documents, such as invoices and checks, substantiating business transactions.
* Verifies and posts details of business transactions, such as funds received and disbursed, and total accounts.
* Prepare and submit customer invoices.

**Educational Qualifications**

**Diploma in Computerized Accounting**

Institute: Global Studies

3 Months Vocational course 2010/2011

Course contents

* Simple Accounting (Acc Pac),Quick book, Tally, MYOB
* Difference between manual and computerized accounts
* To create company file
* To create & Design chart of accounts with opening balance.
* Create and input the opening debtors, creditors and stock details.
* Purchases such as credit, cash, cheque and return
* Payment such as payment for the credit purchase, expenses and accrual
* Sales such as credit , cash , cheque and return
* Receipts for the credit sales
* Deposit such as cash and cheque.
* MS Office including Word, Excel and etc.

**G.C.E. (A/L) Examination in 2003**

Subjects studied in the last grade

Physics, Chemistry, Combined Maths &General English.

**G.C.E (O/L) Examination in 2000**

Tamil Language **Distinction**

Mathematics 1 **Credit Pass**

Mathematics 2 **Credit Pass**

English **Credit Pass**

Religion **Credit Pass**

Science 1 **Credit Pass**

Science 2 **Simple Pass**

Social Studies **Credit Pass**

Commerce **Simple Pass**

**Key Achievements**

* 1994 – Participated the speech & Drama Practical & Examination
* 1995 – Participated the speech & Drama Practical examination.
* 1997 – Peace club member
* 1999 – Passed the North Ceylon oriental Music Society examination in (Dance)
* 2000 – English club member
* 2001 – Participated English day Programs.
* 2001 – Tamil Union Member
* 2004 – Passed the North Ceylon oriental music society examination in (veena)
* Member of school dancing and drama team.
* Participation in all island Drama.
* Represented school volleyball team.
* Participated in school inter-house meets.

**References**

**Mr K.Ruthrakumar**

Director

K.R.Accounting Services

06-2/1, 2nd Floor, 37th Lane

Colombo 06

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**Mr S.V. Ainharan**

Manager – Operations & Business Development

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Nawinna, Maharagama.

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**Declaration**

I hereby certify that the above particulars given information are true and correct according to the best of my knowledge.

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Janany Vivekanathan Date