

VINEETH V.

About Me

I am a dedicated, self-motivated, reliable, responsible and hard working person. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite. I am able to work independently in busy environments and also an excellent team worker who is able to take instructions from all levels and build up good working relationships with all colleagues.



Educational Qualification

Bachelor of Commerce (BCom. Accountancy)

University/Board: **Kerala University**

Aggregate: **40%**

Qualifying year: **2016**

Higher Secondary (Class XII)

University/Board: **Board of Higher Secondary Education Kerala**

Aggregate: **72.5%**

Qualifying year: **2009**

High School (Class X)

University/Board: **Board of Public Examinations Kerala**

Aggregate: **65%**

Qualifying year: **2007**

Technical Qualifications

- **Knowledge in Accounting Software Tally**
- **Professional Diploma in Computerized Financial Accounting (PDCFA)**
- **Type Writing English Lower Speed**
- **MS Office**

Area of Interest

- **Administrative/ Clerical**
- **Accounting**
- **Banking/ Financing**

Personal Information

Date of Birth

09 April 1991

Passport Number

N7187752

Address

VineethBhavan,
Peoples Nagar,
Kachani, Karakulam PO,
Trivandrum,
Kerala 695564

Phone

+91 9020169648

+91 7311114997

E-mail

vineeth001vijayan@gmail.com

Employment

OFFICE STAFF (Billing Section)

Desire Diagnostics, Trivandrum, Kerala, India

10th March 2016 to 31st May 2017

ACCOUNTANT, CLERK CUM OFFICE ADMIN.

NAV JEEVAN MISSION SCHOOL DEORIA,UTTAR PRADESH.

1st July 2017 Onwards...

Languages

English	Intermediate
Malayalam	Native Speaker
Hindi	Intermediate
Tamil	Intermediate

Hobbies & Interests

- Travelling
- Playing Cricket & Badminton

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

VINEETH V.