**CURRICULUM VITAE**

**VIJITHA**

**Email:** [**vijitha.361414@2freemail.com**](mailto:vijitha.361414@2freemail.com)

**Type of visa: Visit Visa**

**Visa Valid till 25th June 2017**

Kerala, Kannur

**Personal Summary**

Highly industrious and well trained in Accounts with over a decade’s worth of hands-on experience .Strong record of successful and timely completion of accounts. Excellent history of maintaining good professional relationships with team members and customers.

**Academic Qualification**

* Tenth School Leaving Certificate [SSLC] in March 2002(CBSE)
* Passed Higher Secondary Examination (X11) March 2004 (CBSE)

**Professional Qualification**

* B.COM (Mahatma Gandhi University) passed with 3rd Rank
* **CHARTERED ACCOUNTANCY – INTER FROM ICAI**

IPCC Passed in November 2013

**Technical Qualification**

* ECRAFT , CPA ,TALLI 6, TALLI 7.2, TALLI 9 & ERP-9

**Computer Knowledge**

1. MS OFFICE (2003,2007,2010 &2013)
2. Tally (6, 7, 7.2, 9, ERP)
3. Internet research skills

**Work Experience in Local:**

1. Accounts Executive in Osaka Air Travels Private Limited.
2. 2. Articleship from C S Narayanan Namboodiri, Chartered Accountant, (21.05.2012 to 20.05.2015)
3. 3Audit & Accounts Assisstant, C S Narayanan Namboodiri, Chartered (21.05.2015 to 12.10.2015)
4. Accoutant/Internal Auditor at Capson Marketing (14.06.2016 to 31.08.2016)

**Key Objectives of the Job**

**5** years of professional experience in Finance field:-

* Analysis of draft financial statements including notes to accounts
* Excellent knowledge in handling Accounting system
* Good communication skills.
* Well versed with Tally, Audits and Balance sheets
* Prepared income tax returns of various clients
* Vouching of Various Books like purchase book, Cash Book, Journal Book.
* Preparing project reports.

* Manage tax audits and prepare notices of objection
* Train the new recruiters and make them understand about the work.

**Responsibilities**

* Analysis of draft financial statements including notes to accounts
* Excellent knowledge in handling Accounting system
* Good communication skills.
* Well versed with Tally, Audits and Balance sheets
* Prepared income tax returns of various clients
* Vouching of Various Books like purchase book, Cash Book, Journal Book.
* Preparing project reports.
* Manage tax audits and prepare notices of objection
* Train the new recruiters and make them understand about the work.

**Personal Information**

Date of Birth : 10-06-1986

Marital Status : Married

Nationality : Indian

Languages known : Malayalam, English, and Hindi

**Passport Details**

Place of Issue : COCHIN

Issued Date : 30/06/2015

Expiry Date : 29/06/2025

**Declaration**

The above mentioned information is true to the best of my knowledge and if

you give an opportunity to me I will do my duty to the entire satisfaction of my

superiors.