**CURRICULUM VITAE**

**VINEETH**

City – Dubai

Email: [**vineeth.382857@2freemail.com**](mailto:vineeth.382857@2freemail.com)

**Career statement**

In pursuit of challenging career in an esteemed organization that will embrace new and innovative ideas for growth and development and also grow with the company.

**Education**

* **Degree**: BSc Computer science

Calicut University

2013

* **HSS** : Science(Kerala board)

2010

**Experience**

* **Account Assistant and Office Administrator**
* Rise Operative Nidhi Pvt Ltd

2016July to 2018 February

**Skills**

* **‌Accounting software :** Tally Erp9
* **Applications :** MS office, MS word ,MS Excel
* **Operating Systems:** Windows 7

**Strength**

* Has good knowledge and experience in accounts.
* Strong communication skills, Organization and planning skills.
* Ability to achieve success through teamwork

**Responsibilities**

* Verified financial statement, ledger and account to ensure that the accurate correction are done.
* Confirmed that daily transaction are recorded with supporting documentations for audit.
* Prepared and sustained that account payable and receivable reports.
* Reviewed documentation which include reports, statement, records and memo to gather all the information.
* Ensure the compliance of the systems and procedure on gold loandebentures,moneytransfer, marketing audit and other operation area.

**Personal Details**

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| **Date of Birth** :05th February 1993  **Nationality** :Indian  **Marital Status** :Single  **Languages Known** :English, Hindi, Malayalam |  |  |

**Passport Details**

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| **Date of issue :** 17.04.2014 | |
| **Date of expiry** : 16.04.2024 | |
| **Place of issue :** Malappuram | |
| **Visa status** | **:** Visit Visa, |

**Declaration**

I have by declaration that the above mentioned details are furnished above are correct to the best of my knowledge and belief.