

Vinitha N U

Accountant Cum Admin

A knowledgeable accounting professional, willing to undertake a challenging opportunity in a fast-paced environment.



✉ vinithanu13@gmail.com

📞 9074847528, 9447244458

📍 Kochi, Kerala, India

WORK EXPERIENCE

Accountant Cum Admin Hashwave Technologies Pvt Ltd

01/2019 – Present Ernakulam, India

Hashwave Technologies is a company focussed on Data Science, Mining and Data related Products

Responsibilities

- Managing purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills.
- Maintaining cash transaction & petty cash book along with day to day cash & bank transactions.
- Maintain salary register, Balance sheet.
- Responsible for administrative services.

Contact: Rinu Augestine – 9207323794

Team Lead Times Of India (TOI)

08/2017 – 09/2018 Ernakulam, India

Responsibilities

- Team Monitoring
- Assist Operation Management.
- Allocation of Work.
- Preparation of Report.
- Data Entry.
- Conducting Monthly Performance Appraisal.
- Hands on experience in SAP CRM

Contact: Arun CH – 8129105010

Office Administration & Accounts CPC Logistics

03/2017 – 07/2017 Ernakulam, India

Service provider of Bus services & Parcel Services in South India

Responsibilities

- Billing.
- Customer Relationship Management.
- Day-to-day Administration service.
- Day-to-Day Petty Cash.

Contact: Jinu – 9349824365

INTERESTS

Pets

Cooking

Gardening

Movies

EDUCATION

MBA in Finance - Pursuing Annamalai University

06/2017 – Present Distance Education

M.Com in Finance - Pursuing MG university

06/2017 – Present Distance Education

Diploma in Financial accounting SKCC Ernakulam

B.Com in Finance and Taxation M.G university

07/2014 – 03/2017 65%

Higher Secondary Education GHSS Elamakkara

08/2012 – 05/2014 85%

SECONDARY SCHOOL LEAVING GHSS Elamakkara

2012 89 %

LANGUAGES

English ● ● ● ● ○

Malayalam ● ● ● ● ●

Hindi ● ● ● ○ ○

SKILLS

MS-Word

Microsoft Windows

MS-Excel

Communication

SAP CRM

Management Invoice

Time Management

Leadership

Adaptive

Risk Management

CRM

Cash Management

Good Personality

Ability to work under pressure