



MEERA V S

Vazheliparambil H
Thaikkattukara po
Kunnatheri Aluva Ernakulam
683106

meeravsahadev@gmail.com
9567813058
DOB 5/7/1997

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Also have experience in,

- TALLY & GST
- MS WORD & EXCEL
- HANDLING PRESSURE
- PROBLEM SOLVING

Experience

GOVT MEDICAL COLLEGE HOSPITAL ERNAKULAM

10/02/2022 - 31/03/2022

Data Entry Operator

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

PHC CHOORNIKKARA

3/11/2020 - 2/9/2021

Data Entry Operator

- Entering data into database software and checking to ensure the accuracy of the data that has been inputted. COVID related works such as patient's data collection entering shifting, vaccination duty etc.
- Managed incoming and outgoing correspondence, made photocopies and dispersed mail to correct recipients within the office.
- Created and managed spreadsheets via Excel functions to generate reports and lists.

NAIR AND NAIR ASSOCIATES

11/2/2019 - 30/12/2020

Accounts Trainee

- Enter tax return information into computers for processing. Preparation of GSTR 1,3 and Filing
- Preparation of petty cash book
- Collect taxes from individuals or business according to prescribed laws and regulations.
- Confers with taxpayers or their representatives to discuss regulations involved in returns and to resolve problems with returns.
- Contact taxpayers through mail or telephone to address discrepancies- and to request supporting documentations.

Education

M G university kottayam

B.com Finance and Taxation
2018 — B

M.G University Kottayam

M.com Finance and Taxation
2021 — Result waiting

Skills

- Tally ERP 9
- Accounts and GST

- MS OFFICE
- MS WORD

Additional Information

CERTIFICATION
Logistic & Supply Chain Management INVENTORY CLERK - ASAP Additional skill
Acquisition program Aluva, Ernakulam, 2018 – 2018

Language

Malayalam , English

Interests

- Singing
- Gardening
- Traveling
- Yoga

Reference

Available up on request
