



## HELEENA HENTRY

Accountant

CONTACT ME

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DOB :12-04-2000  
Gender : Female  
Marital status: Single  
Nationality : Indian

### CERTIFICATIONS

- Certification in computerized accounting (CCA)

Package includes Tally ERP 9 with GST, MS excel and MS word.

- Certification in digital marketing by Google.

### SKILLS

- ERP software
- Tally ERP 9
- MS office, Excel, PowerPoint
- Communication skill
- Leadership skill

### AREAS OF INTEREST

- Accounts
- Accounts payable
- Accounts receivable
- Income tax filing and GST filing
- Accounts record keeping

### HOBBIES

- Teaching
- Cooking
- Travelling
- Creative writing

### LANGUAGES KNOWN

- Malayalam (native)
- English
- Hindi

### CAREER OBJECTIVE

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Secure responsible career opportunity to fully utilise my skills while make a significant contribution to the future.

### EXPERIENCE

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| 2017 April-2018 March                  | <b>Naik Associates (Accounts Trainee)</b> <ul style="list-style-type: none"><li>• Assisted in preparing, analyzing and verifying accounting records.</li><li>• Assisted in posting entries in tally ERP 9.</li><li>• Updating and maintaining procedural documentation.</li><li>• Maintained ledger and books of accounts up to final account and balance sheet.</li></ul>   |
| 2022 November<br>(Currently employing) | <b>KITCO Ltd (Accounts apprentice)</b> <ul style="list-style-type: none"><li>• Posting entries in ERP software developed by KITCO.</li><li>• Preparing and maintaining all records related to fixed assets of the firm.</li><li>• Sanctioning travelling allowances to employees of KITCO and also processing pending payments to suppliers.</li><li>• Posting entries related to day to day transactions.</li></ul> |

### EDUCATION

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|-----------------------------------|---|
| Mcom Finance and Taxation         | Aquinas college Edacochin (2020-2022)<br>Result awaiting                        |
| Bcom finance and taxation         | St. Alberts college autonomous, Ernakulam (2017-2020)<br>Secured 83%            |
| 12 <sup>th</sup> (commerce)       | Edward memorial higher secondary school, Fort cochin (2015-2017)<br>Secured 92% |
| 10 <sup>th</sup> ( Matriculation) | Fatima girl's high school, Fort cochin (2015)<br>Secured 95%                    |

### PROJECTS

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- **SATISFACTION OF CNG AUTO DRIVERS IN ERNAKULAM CITY.**

It was a study in detail about the satisfaction of CNG auto drivers in Ernakulam city. It was as a part of my Degree program.

- **STUDY ON OCCUPATIONAL STRESS AND TURNOVER INTENTION AMONG HEALTH CARE WORKERS.**

The study was done to understand the stress and turnover intention among health care workers. The project was done as a part of my PG program.

- **EFFECTIVENESS OF DIGITAL MARKETING THROUGH SOCIAL MEDIA IN ERNAKULAM CITY.**

This project is related to marketing field, which was presented in international conference by presidency college banglore.

### PUBLICATION

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Study on topic online education: mental health and emotional breakdown among college students.

The article has been published in book titled the Covid divide-behavioural social and economic impact with ISBN 978-81-951230-3-2. The Book was published in July 2021.

### DECLARATION

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I hereby declare that all the details furnished above are true to the extent of my knowledge and belief.