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Date of Birth : 12/04/2000

Sex : Female

Nationality : Indian

Marital Status : Single

CERTIFICATIONS

- Certification in computerized accounting (CCA) Package includes Tally ERP 9 with GST, MS excel and MS word
- • Certification in digital marketing by Google.

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

SKILLS

- ERP software
- Tally ERP 9
- MS Word, Excel, PowerPoint
- Book Keeping
- Accounts payable
- Accounts receivable
- Bank reconciliation

HELEENA HENTRY

Junior Accountant

CAREER OBJECTIVE

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

ACADEMIC PROFILE

Mcom Finance and Taxation	Aquinas college Edacochin (2020- Secured 76%
Bcom finance and taxation	St. Alberts college autonomous, Ernakulam (2017-2020) Secured 83%
12 th Commerce	Edward memorial higher secondary school, Fort cochin (2015-2017) Secured 92%
Matriculation	Fatima girl's high school, Fort cochin (2015) Secured 95%

PROFESSIONAL EXPERIENCE

- KERALA INDUSTRIAL TECHNICAL CONSULTANCY & ORGANISATION/ KITCO, ERNAKULAM (Junior Accountant) (Nov 22, currently employing)
Key responsibilities:
 - Recording and documenting day to day financial transactions.
 - Reconciling discrepancy between bank statement and books of accounts.
 - Recording employee expenses such as travelling, medical etc and facilitating payment process for these expenses.
 - Keeping records of invoices from suppliers and processing payments of those invoices.
 - Preparing and maintaining all records related to fixed assets of the firm.
 - Maintaining daily accuracy of the fund flow statement.
 - Generating E invoices on GST portal.
- NAIK ASSOCIATES (Accounts trainee-part time, April 2017 to march 2018)
 - Assisted in preparing, analyzing and verifying accounting records.
 - Assisted in posting entries in tally ERP 9.
 - Updating and maintaining procedural documentation.
 - Maintained ledger and books of accounts up to final account and balance sheet.

➤ CHEGG INDIA PVT LTD (Freelancer)

- Addressing the questions student post in Chegg website.
- Preparing and submitting the assignments related to subject economics.

PROJECTS

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

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

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