

## BIODATA



### **VINU K RAJAN**

Kottasseril House  
Urulanthanny (P.O)  
Urulanthanny  
Ernakulam, Kerala – 686681

Phone: +91 9072964460

Email: [vinukrajan10@gmail.com](mailto:vinukrajan10@gmail.com)

### **Career Objectives:-**

To be a part of an organization where I can devote myself fully and joyfully give out best of my talents & skills to become its strong asset.

### **Work Experience**

BALAKRISHNA PAPPER TRADERS, Kothamnagalam.

POPULAR HYUNDAI, Kothamangalam

### **Role and responsibilities:**

#### **ACCOUNTANT**

- Posting of payment and receipts
- Doing credit note and debit note
- Doing online payment billing
- Having knowledge of GST filing
- Doing purchase order typing

### **Personal Information:-**

Father's Name	RAJAN K G
Age & Date of Birth	25 Years, 11-02-1997
Sex	Male
Nationality	Indian
Marital Status	Single
Religion	Hindu
Contact Number	+91 9072964460

## **Educational Qualification: -**

<b>Course</b>	<b>Year of Passing</b>	<b>Percentage %</b>
M.com (Finance)	2020	72%
B.Com (Computer Applications)	2018	71%
Plus Two (Computer Science)	2015	73%
SSLC	2013	81%

## **Languages Known: -**

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	✓

## **Computer Knowledge**

- Computerized Accounting systems like Tally ERP 9.
- Microsoft Office
- Advanced Excell
- Word

## **Declaration**

I, Vinu K Rajan, hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

VINU K RAJAN

Date: 21/12/2022

Place: Kuttampuzha

