



# VIJINLAL P P

**MBA(FINANCE AND MARKETING)**

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UAE DRIVING LICENSE NO:318393

## EDUCATION QUALIFICATION

- MBA(Finance and marketing)-East Point College of Higher Education, Bangalore
- BBA(Human Resource management)-Minority arts and science college, Calicut University , Kerala
- Class XII(Commerce)-GHSS Marancheri Calicut, Kerala
- Class X-PCNGHSS Mookkuthala, Kerala

## KEY COMPETENCES AND SKILLS

- Team/People Management
- Planning Coordination skills
- Event Coordination skills
- Public Relations
- Presentation skills
- Verbal & Non Verbal Communication skills
- Customer Relationship Management skills
- Good interpersonal skills

## COMPUTER SKILLS

- AMDCA(Advanced diploma in manual and computerized accounting)
- Basic knowledge of MS Excel and the Internet
- Good at TALLY

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## PERSONAL INFORMATION

- DOB:11/05/1994
- PP No:P3700576
- Nationality: INDIA

## CAREER OBJECTIVE

“To secure a challenging position in a progressive work environment that fosters constant learning and growth; while contributing significantly towards my organization and society”

## EXPERIENCE

**Company :** ENJAZ BUILDING CLEANING SERVICE COMPANY  
DUBAI-UAE

**Position :** Accountant

**Duration :** 2018-2020

**Company :** ASOKAN & ASSOCIATE TAX CONSULTANTS AND  
COMMERCIAL ACCOUNTS

**Position :** Accountant

**Duration :** 2017-2018

## DUTIES AND RESPONSIBILITIES

- Preparing accounts and tax returns
- Monitoring spending and budgets
- Produce invoices, journal entry and reporting on a daily basis
- Maintaining and updating general ledger and sales journal
- Auditing and analysis financial performance
- Keeping account books and systems up to date
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports

## MBA PROJECT AND INTERSHIPS

- A study of the gap between customer satisfaction and expectation of red sun polymers
- Project on “A study on customer satisfaction of varsha polymers

## AWARDS AND ACHIEVEMENTS

- Participated in the “people’s education programmed on rural industrialization”
- Participated in the student conclave 2016 conducted by Canara bank school of management studies
- Participated in the stock mind for Programmed conducted by ICICI direct