

VIJULA V KAIMAL



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KELATHAPAKAVATH,SRK 📍
NAGAR,MEETNA,OTTAPALAM,PALAKKAD
KERALA,INDIA

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

SREE SANKARACHARYA
FACULTY CUM HEAD

01-01-2016 - 01-01-2019

Provide direction to Managers in planning and executing assigned projects.

Work with Managers to support new business development opportunities.

Develop best practices to achieve department goals.

Ensure that all staffs follow department policies and procedures.

Clerical activities handling

FABROTECH INDUSTRIES PVT LTD
ACCOUNTANT CUM ADMIN

01-01-2019 - 01-01-2021

Preparing accounts and tax returns

Monitoring spending and budgets

Auditing and analysing financial performance

Financial forecasting and risk analysis

Advising on how to reduce costs and increase profits

Compiling and presenting financial and budget reports

Ensure that financial statements and records comply with laws and regulations

Keeping account books and systems up to date.

EDUCATION

H.S.S CHUNAGAD
10th
4.0

2004

NATIONAL COLLEGE
HIGHER SECONDARY
4.0

2006

BHARATHIYAR UNIVERSITY
B.com(FINANCE)
4.o

2021

RABINDRANATH TAGORE UNIVERSITY
B.COM (GENERAL)
4.0

2021

AVODHA
MEDICAL CODING
4.0

2022

SKILLS

TALLY ERP9,TALLY PRIME ADVANCED EXCEL ADCA(MS OFFICE)

ACHIEVEMENTS & AWARDS

• Played the role of Head representative. • Won prizes for sports competition in school level & district level

INTERESTS

Travelling
Movie
Batminton

LANGUAGES

ENGLISH

TAMIL

MALAYALAM

PERSONAL DETAILS

Marital Status : MARRIED

Nationality : INDIAN

INTERPERSONAL SKILLS

Communication
Leadership
Team work
Customer service