



PROFILE

Post Graduate with more than seven years of experience in Office Assistant/ HR areas having good accounting background. Seeking better place & positions to enhance my skills & strength in conjunction with organizations' goals & objectives.

CONTACT

PHONE:
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LANGUAGES

Malayalam - Native
English, Tamil & Hindi

PERSONAL DETAILS

DOB : 31-05-1991
Gender : Male
Marital Status : Married
Nationality : Indian (Keralite)
Blood Group : A+ve

PASSPORT DETAILS

Passport # : L2829190
Date of Expiry : 26th Aug 2023

HOBBIES

Gym, Chess, Photography

CERTIFICATIONS

- Microsoft Office, Excel
- Tally ERP 7.2, 9

SKILLS

Accounting, Computer skills, Data entry, Communication, Problem solving, Leadership, Creativity, Teamwork, Customer service, Decision making, editing, quick learning

LIJESH P V

Centre Manager

EDUCATION

Master of Commerce
2012 - 2014
[Madurai Kamaraj University]

Bachelor of Commerce
2009 - 2012
[Kannur University]

WORK EXPERIENCE

Cult.fit – Super Gym, Bangalore
[Centre Manager] 02-01-2021 - 31-05-2021

- Managing workforce in the centre
- Providing guidelines for the smooth running of day to day activities.
- Conversion of enquiry into membership
- Maintaining day to day accounts.
- Customer handling and problem solving if any.

Align on Demand Labor Supply Services LLC.- Dubai, UAE
(Having more than 2000 manpower)
[HR Assistant] 28-10-2018 – 06-04-2020

- Reporting to HR Manager
- A member in recruitment group
- Passport handling
- Issue of Bank cards
- Preparation of monthly statement of all the employees
- Supporting in accounts
- Co-ordinating with P.R.O and Operations staff for various processes from the visa processing until final settlement.
- Reimbursement of Medical expenses/ WC claim
- ID card preparation & disbursement.
- Dealing with all visa related matters
- Communication with the staff for salary disputes / exit interview etc.
- Support role in Payroll
- Any other adhoc tasks as may be assigned by Manager from time to time.

Janamithra Online Services – Kannur, Kerala –INDIA
[Entrepreneur] June 2016 – September 2018

- All the online services like cash transactions, Govt. related services including Adhar, PAN card, Passport services provided to customers.

Kendriya Vidyalaya Kannur – Kannur, Kerala - INDIA
[Divisional Clerk] November 2013 – May 2016

- Reporting to Principal
- Checking & updation of mails.
- Documentation of all the staff & Students, updation of MIS
- Arranging of tour programs for Principal.
- CCTV operations.