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| **Vysakh Vijayan** | **Address:** Thundumuriyil House  Alapra P.O, Alapra,  Kottayam District,  Pin 686544 |

1. **mail:** vysakh6098@gmail.com **Mobile:** +91-9961211701

***Career Objective***

*To work in a challenging environment utilize my knowledge and skill that aiming constant upgradation both professionally as well as personally in my carrier path with a perceptual emphasis on hard and accurate work.*

***Educational Qualifications***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course/Title** | **Institution** | **University/Authority** | **Year of Passing** | **Percentage** |
| **MBA**  **(**Finance**)** | Distance Education | Bharathiar University | Appearing |  |
| **Degree**  **(B-Com)** | BAM College,  Thuruthicad | MG University | 2017 | 75.01% |
| **12th or Higher Secondary** | CMS HSS Mallappally | DHSE ,Kerala | 2014 | 85.00% |
| **10th or SSLC** | St. George High School  Chunkappara | State Board ,Kerala | 2011 | 80.00% |

***Professional Experience***

**Organization** : **Micro lab laboratory, Chengannoor**

**Designation** : Accounts and Finance using tally ERP 9

1. **Duration** : Sept 2019 to Feb 2020

***Personality traits***

* Strong leadership qualities
* Flexible, approachable with innovative solutions
* Can work in teams and independently
* Willingness to learn

***Computer Knowledge***

* Foreign accounting software :
  + 1. Peachtree
  + 2. Quick Book
* Accounting software :

Tally ERP 9

* HR Management
* Preparation of weekly report and profit analysis
* Others :

Basics and fundamentals of MS office, Word.

***Key Areas Of Interest***

* Accountant
* Administration
* Customer service
* Office management

***Core Competencies***

* Good communication and presentation skills
* Can easily communicate ideas and concepts
* Ability to analyze problems/issues

***Personal Information***

# Father’s Name : Mr. T N Vijayan Achari

Date of Birth : 01/09/1995

Gender : Male

Nationality : Indian

Marital status : Married

Passport Number : L9538574

Place of Issue : COCHIN

Date of Issue : 20/05/2014

Date of Expiry : 19/05/2024

***Declaration***

I hereby solemnly affirm that all the details furnished above are true to the best of my knowledge.

Place : Manimala **Vysakh Vijayan**