



BBA GRADUATE

VAISAKH V.S

GET IN CONTACT



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vaisakhvijayannair@gmail.com



Passport No : P0948518

PERSONAL PROFILE

Seeking a position in an organization that will offer strong challenge, career advancement opportunities to use my knowledge and capabilities to contribute to the overall success of the company

AREAS OF EXPERTISE

- keeping billing record- bill making
- preparation of financial statement
- keeping bank record
- keeping employees record

ACADEMIC CHRONICLE

- BBA
- PLUS TWO
- SSLC

CERTIFICATES

- Diploma in Computerized Professional Accounting
- Certificate in Graphic Designing

COMPUTER & INTERNET SKILLS:

- Sound Knowledge of Ms-Word, Ms- Excel, Ms-Power point with Good Typewriting speed.
- Considerable knowledge of operating system, computer hardware and electronic mail.
- Photo editing, video editing, and logo designs.
- Well experienced with use of internet.
- Email checking receiving and sending easily.
- Capable in understanding and using different softwares.

WORK EXPERIENCE

AL MANAMA GROUP KOLLAM

Designation : Team leader , StoreKeeper , Receiver

Period : June 2017 to September 2018

VISA DETAILS

VISITING VISA

Entry Permit No : 204/2020/77406978

Valid Until : 2020/11/07

U.I.D No : 219302808

Expire Date : 2020/12/16

LANGUAGE SKILLS

ENGLISH , HINDI , MALAYALAM

CORE COMPETENCIES

- Good management skills.
 - Team leading and leadership
 - Target oriented.–Time bound
 - Never give up attitude.
 - Good communication skills.
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INTERESTS AND HOBBIES

- Travelling
 - Playing Cricket
 - Listening Music
 - Movies
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PERSONAL DATA

- Date of Birth: 10/11/1995
- Gender: Male
- Nationality: Indian
- Marital Status: Unmarried

DECLARATION

I hereby declare that all statements made in the Curriculum vitae are true, complete and correct to the best of my knowledge and belief.

VAISAKH V.S