



VINAYARAJ P

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail
Flexible to work in any environment as required



Al Jaddaf, Dubai, UAE



vinayarajplavilaya@gmail.com



+971528057711

WORK EXPERIENCE

Office Assistant

*Unique Interio- Bangalore, India
Aug-2019 To Jan-2021*

- Maintained Day to day activity of the organization using MS Excel.
- Tracked Employees time & attendance for Payroll
- Took the responsibility of a Store Keeper
- Completed financial reports to inform manager and MD.

Cashier (Accounts Department)

*Mahindra Home Finance, Kerala, India
Jun 2018 to Aug 2019*

- Used Cash Register
- Tracked various statistics and kept detailed records to support human resources Department.
- Recorded information regarding all transactions in computer by using Excel
- Worked closely to solve problems and handle customer concerns.
- Used their own software to transfer daily recorded transactions

EDUCATION BACKGROUND

Kannur University

Bachelor's Of Commerce . 2015-2018

- Graduated with a Bachelor's of commerce
- Completed with First Class
- Consistent 7.3 GPA out of 10
- Captain Of Collage Kabaddi Team

GHSS Bethurpara- Kerala Examination Board

Commerce,, 2013-2015

- Completed Higher Education (plus two) In Commerce Field
- Graduated With 87% Mark
- Awarded Best in Accountancy for one year in a row
- Sports Captain of the School

NLP Tech (Dubai)

Diploma In Advanced Accounting

- Advanced Manual accounting
- Tally ERP9 with Gulf VAT
- Advanced Excel

SKILLS

- Exemplary communication skills in written and spoken form
- Superior ability to handle multiple tasks
- Attention to detail throughout every aspect of work
- Initiative to solve problems and get the job done
- Decision making
- Software proficiency

PERSONAL INFORMATION

Nationality : Indian

DOB : 16/04/1998 (23 age)

Sex : Male

Marital Status : Single

Visa Status : Visiting Visa

LANGUAGES

- Malayalam - Native Speaker
- English - Very Good Working Knowledge
- Hindi - Working Knowledge

CHARACTER REFERENCES

Aneesh Kumar

Professor, Kannur University (Commerce Department)

Sujesh Krishnan

MD, Unique Interio, Bangalore

Johnson Sebastian

Manager, Mahindra Finance, Vellarikundu Branch