

VIJAYA LAKSHMI L

ADDRESS:

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OPPOSITE HEALTH CENTRE, PANGAPPARA
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CAREER OBJECTIVE

SEEKING A POSITION OF ACCOUNTANT IN YOUR ORGANISATION TO UTILISE MY EDUCATIONAL QUALIFICATIONS AND TO UNDERSTAND MY FULL POTENTIAL , IMPROVISING MY KNOWLEDGE AND SKILL THEREBY PROVIDING THE ORGANISATION WITH A BETTER RESULT

TECHNICAL SKILLS

- TALLY ACE
- MS OFFICE
- MS WORD
- EXCEL

EXPERIENCE

- WORKING AS JUNIOR ACCOUNTANT IN MUTHOOT MERCANTILE LIMITED FROM APRIL 2019 - PRESENT

EDUCATIONAL QUALIFICATIONS

COURSE	BOARD /UNIVERSITY	INSTITUTION	MARKS / PERCENTAGE	YEAR OF PASSING
MBA	KERALA UNIVERSITY	SCHOOL OF DISTANCE EDUCATION	NIL	PURSUING
MCOM FINANCE	KERALA UNIVERSITY	ST XAVIER'S COLLEGE THUMBA	78%	2018
BCOM	KERALA UNIVERSITY	UIT PIRAPPANCODE	79%	2016
TALLY	GOVT	TANDEM	GRADE A	
12 TH	SECONDARY EDUCATION KERALA	GOVT HSS KAZHAKKOOTTAM	83%	2013

10 TH	SECONDARY EDUCATION KERALA	GOVT HSS SREEKARIYAM	81%	2011
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TRAINING

Health Service Staff Co-operative Society Ltd. General Hospital, Trivandrum

ACTIVITIES DURING TRAINING

- HANDLED DAYBOOK LEDGER JOURNAL AND RECEIPTS & DISBURSMENT A/C
- HOW TO FILL FD CERTIFICATE
- LEARNED HOW VOUCHERS ARE CHECKED
- HANDLING OF APPLICATION FORM
- OBSERVED ITEMS AND DAY TO DAY TRANSCATIONS IN THE SOCIETY

ACADEMIC PROJECT DETAILS

NAME : A STUDY ON THE EMOTIONAL INTELLIGENCE AND ORGANISATIONAL CITIZENSHIP BEHAVIOUR OF EMPLOYEES IN HLL LIFE CARE LTD PEROORKADA

DURATION: 4 MONTHS

INSTITUTION: ST XAVIER'S COLLEGE THUMBA

- PROJECT HANDLED INDIVIDUALLY

NAME: A STUDY ON WORK LIFE BALANCE OF WOMEN EMPLOYEES WITH SPECIAL REFERENCE TO MEDITRINA HOSPITAL TRIVANDRUM

DURATION : 4 MONTHS

INSTITUTION : UIT PIRAPPANCODE

- PROJECT HANDLED AS GROUP

PERSONAL INFORMATION

DATE OF BIRTH : 29/12/1995
 GENDER : FEMALE
 MARITAL STATUS : SINGLE
 FATHER'S NAME : C VIJAYAKUMARAN NAIR
 HOBBIES : TRAVELLING , LISTENING TO MUSIC , READING BOOKS