



# KALYANI R

## My Contact

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📍 Trivandrum, Kerala, 695123

## Key Skills

- Microsoft Office
- Type 75+WPM
- Financial Analysis
- Accounting
- Communication
- Problem Solving

## Education Background

**MASTER OF COMMERCE-** Finance  
University of Kerala, Trivandrum | 2021

**BACHELOR OF COMMERCE-** Tax  
Procedure and Practice Christ Nagar  
College, Trivandrum | 2018

**HIGHER SECONDARY-** Science Govt.  
HSS Balaramapuram, Trivandrum |  
2015

**SSLC** St. Mary's HSS School ,Trivandrum  
| 2013

## Languages Known

- English
- Malayalam
- Tamil

## About Me

To achieve a challenge position in a professional organisation through self improvement by excelling all responsibilities with sincere hard work, dedication and commitment. To work towards the development of organisation and grow with it.

## Professional Experience

**Business Development Executive** | Sep 2021 to Mar 2022  
Axis Bank Ltd, Trivandrum

- Identify and prospect new business opportunities by actively seeking potential customers and businesses.
- Develop and maintain strong relationships with existing and prospective clients to promote various banking products and services.
- Meet and exceed sales targets through effective lead generation, customer meetings, and product presentations.
- Prepare and present regular reports on sales activities, achievements, and challenges to management.

**Accountant J S Tax Consultant and Tax Practitioner**  
Trivandrum | 2018-2020

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares payments by verifying documentation, and requesting disbursements.
- Documents financial transactions by entering account information
- Prepared reports on the above information and reported the insights.

## Certifications

- Business Accounting & Finance -Entri Elevate
- Diploma in Computer Application
- Tally-GST
- Typewriting English & Word Processing -Lower and Higher