

# ASWATHY VIJAYAN

📍 Kuppakkattu (H), Kumbalam P.O

☎ 9567684304

✉ [achukannan33@gmail.com](mailto:achukannan33@gmail.com)



Admin executive with Post Graduation in M.com and 4+ years of total experience in Administration, Accounts and Teaching. Seeking to leverage my technical and professional expertise to grow in the new job role at your Company.

## EXPERIENCE

### 2020-2021 ADMIN EXECUTIVE

IMS Cochin, Ernakulam

#### Duties & Responsibilities

- Overall administration
- Reception duties – Dealing with customers, Answering and diverting calls, well keeping of office areas.
- Maintaining registers.
- Provide the management with accurate quantitative information on financial position and cash flows of our business.
- Fee collection and updating in software, Issue of fee receipts and mails.
- Conducting exams and overall co-ordination
- Maintaining suitable and sufficient office stationery levels.
- Act as a point of communication between the management and staffs
- Coordinating all activities of Office, including all employee events

### 2017-2018 ACCOUNTANT & OFFICE STAFF

Zeal Trade Lines, Naval Officer's Institute (NOI), Kataribagh, Naval Base, Kochi

#### Duties & Responsibilities

- Overall Accounting
- Taking orders & co-ordinating functions
- Receipt issue
- Maintain records such as Wage Register, Muster Roll, Service record etc...
- Attendance and leave records maintaining.
- Dealing with employees & Co-ordinating their work

**2017-2018 TEACHER CUM OFFICE STAFF**

SN Infotech Computer Education, Palluruthy

**Duties & Responsibilities**

- Teaching
- Office management
- Fee collection & Issue of receipts
- Maintain records such as Wage Register, Muster Roll, Service record etc...
- Attendance and leave records maintaining.
- Dealing with Students and co-ordinating classes
- Documentation works

**EDUCATION**

**2018-2019 PRACTICAL ACCOUNTING**

Academy of Accounts, Vyttila

**2015-2017 M.COM**

Yuvan Institute of Management Studies, Ernakulam  
MG University, 72%

**2012-2015 B.COM**

SDPY College of Commerce, Palluruthy  
MG University, 72%

**2010-2012 PLUS TWO**

Sacred Heart Higher Secondary School, Thevara  
Kerala Higher Secondary Board, 88%

**2009-2010 SSLC**

CCPLM Anglo Indian High School, Perumanoor  
Kerala State Board, 85%

**CERTIFICATIONS**

**2015-2016 DIPLOMA IN FINANCIAL ACCOUNTING (DFA)**

SN Infotech Computer Education, Palluruthy  
Tally ERP9, ISO Certified, -A- Grade

**2015-2016 DIPLOMA IN COMPUTERISED ACCOUNTING (DCA)**

SN Infotech Computer Education, Palluruthy  
MS. Word, MS. Excel, PowerPoint, ISO Certified, -A- Grade

## **STRENGTH AND SKILLS**

- Ability to work under pressure.
- Multi-tasking
- Good communication and inter-personal skill.
- Documentation
- Good listening and decision-making skill.
- High degree of accuracy and attention to detail with the capacity to detect errors.
- Excellent time management skill with the ability to prioritize multiple task.

## **PERSONAL DETAILS**

Gender	:	Female
Date of Birth	:	01/04/1995
Marital Status	:	Married
Name of spouse	:	Vaisakh K.U.
Name of Father	:	K.P. Vijayakumar
Name of Mother	:	K.G. Valsala
Nationality	:	Indian
Languages Known	:	Malayalam, Hindi & English

## **DECLARATION**

I hereby declare that information which is given above is true to the best of my knowledge and belief.

**Place : Kumbalam**

**Date :**

**ASWATHY VIJAYAN**