

VIJAYALAKSHMI K  
Njalumadathil(h)  
thrikkariyoor P O  
kothamangalam  
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## OBJECTIVE

To acquire a progressive and challenging position in an organization: where my skills and education can be used for the growth of the organization and where I can gain knowledge and experience that will be the foundation for a solid professional career.

## PROFESSIONAL SKILL

- ❖ Self -confidence
- ❖ A very hardworking individual
- ❖ A good commodification skill
- ❖ Leadership
- ❖ Problem solving
- ❖ Data analysis
- ❖ Team work
- ❖ Quality assurance
- ❖ Time management
- ❖ Active listening
- ❖ Information management
- ❖ Critical thinking
- ❖ Project Management
- ❖ Analytical skill
- ❖ Decision making
- ❖ Compute literacy

## PERSONAL QUALIFICATION

- ❖ **Diploma in Hospital Administration**
- ❖ **Diploma in Hospitality Management**
- ❖ **Degree**
- ❖ **Diploma in Indian and foreign accounting**
- ❖ **Tally Ace**
- ❖ **E Typing**
- ❖ **Plus Two**
- ❖ **SSLC**

## PERSONAL DETAILS

**Date of Birth** : **08/12/1998**  
**Fathers' Name** : **krishnadas NS**  
**Nationality** : **Indian**  
**Sex** : **female**  
**Caste & Religion** : **Hindu - Nair**  
**Languages known** : **Malayalam, English, Tamil, Hindi**

## DECLARATION

**I hereby declare that the above mentioned details true and correct to the best of knowledge and belief .**

**Place: kothamangalam**

**VIJAYALAKSHMI K**

**Date :**