

VIJAYALAKSHMI K.L
vijayalakshmik11987@gmail.com



CURRICULUM VITAE

CARRER OBJECTIVE

TO WORK IN A CHALLENGING ENVIRONMENT WITH AN ESTEEMED ORGANIZATION TO BUILD A LONG-TERM CAREER WITH OPPORTUNITIES FOR CAREER GROWTH WHICH ENHANCE MY PROFESSIONAL SKILLS THEREBY AIDING MY CAREER DEVELOPMENT AND CONTINUOUSLY CONTRIBUTING TO THE GROWTH AND IMPROVEMENT OF THE COMPANY.

PERSONAL PROFILE:

NAME	: VIJAYALAKSHMI. K. L
FATHER 'S NAME	: LAKSHMANAN. K.K
DATE OF BIRTH	: 13/05/1987
EDUCATION QUALIFICATION	: M.A HISTORY, DTP, DFA
ADDRESS	: KIDAGATH HOUSE, CHERAI. P.O N. PARAVOUR
MOBILE	: 9072324085, 8086938586
EMAIL	: vijayalakshmik11987@gmail.com
MARITAL STATUS	: MARRIED
LANGUAGES KNOWN	: ENGLISH, MALAYALAM, HINDI

Cont...

PERSONAL QUALITIES

- † SELF DISCIPLINE
- † POSITIVE ATTITUDE
- † DEDICATED AND HARDWORKING
- † KNOWLEDGE OF CUSTOMER RELATIONSHIP
- † GENUINE
- † JOB FOCUSED
- † READY TO UNDERGO ANY KIND OF TRAINING AND TRANSFORMATION TO ENHANCE PROFESSIONAL SKILLS.

EDUCATIONAL QUALIFICATION:

- PASSED HIGH SCHOOL CERTIFICATE EXAMINATION FROM VJAYARAGHAVAPURAM H.S. CHALAKUDY IN THE YEAR 2002 WITH 48% MARKS

- PASSED +2 HUMANITIES FROM GOVT. BOYS H.S. S CHALAKUDY IN THE YEAR 2004 WITH 54% MARKS

- BA HISTORY FROM SH COLLEGE, CHALAKUDY

- COMPLETED M.A. IN HISTORY FROM IN U.C. COLLEGE ALUVA

EXPERIENCE:

- † **INDIA INFOLINE RELIANCE INSURANCE COMPANY** - WORKING AS MARKETING EXECUTIVE AND TELECALLING STAFF.
- † **BAJAJ FINANCE LIMITED** - WORKING AS SALES AND COLLECTION CO-ORDINATOR
3-WHEELER SECTION, REPORT COLLECTION AND MAILING, MONTHLY TARGET MAINTAINING AND WORK CO-ORDINATION FOR ALL DISTRICT, KERALA
- † **YELLOW PAGES, KADAVANTARA**- OFFICE IN CHARGE, CO-ORDINATOR

- † **APM CONTAINER TERMINAL VALLARPADAM** – EXPORT AND IMPORTS SURVEY COORDINATOR, MAILING REPORT, DATA ENTRY, TELE CALLING.
- † **MANAPPURAM FINANCE – AS CASHIER**

- † **LAPTRAIKA JOBS RECRUITMENT AGENCY** -RECURTER CUM OFFICE IN CHARGE CURRENTLY WORKING

Jobs Omega Job Online Portal -HR Recruiter & Job Posting (online)
Matched CVS forwarded to Matching Profile for Companies

Now working as Medical Equipment Supplier Firm as Office Co Ordinator & Sales Coordinator, Payment Collection, Mailing, CRE, Data Entry.

PROFESSIONAL QUALIFICATION:

- † M.S. OFFICE, WORD, EXCEL, POWERPOINT
- † DTP, PAGE MAKER, CORELDRAW
- † DFA COURSE PURSUING

CERTIFICATION

I THE UNDERSIGNED CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE RESUME CORRECTLY DESCRIBES MY QUALIFICATION AND MY SELF.

PLACE: CHERAI

DATE : 21/06/ 2022

vijayalakshmikl

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