



## AKHILA VIJAYAN

Date of Birth 24/09/1997  
Gender Female  
Nationality Indian  
Language Known Malayalam, English  
Hobbies Cooking, Gardening

### EDUCATIONAL QUALIFICATION

2016 -2019 **BCOM** (Computer Application)  
St Mary's College Thiruvalla  
Mark - 60%

2014 -2016 **PLUS TWO**  
Balikamadom HSS Thirumoolapuram  
Mark -59%

2014 **SSLC**  
DBHSS Kavumbhagam  
Mark – 81%

### WORK EXPERIENCE

Dec 2021- Till Today **AAG Solutions Pvt Ltd**  
Designation Office Assistant Cum Accountant  
Roles & Responsibilities Handle No of calls per day.  
Prepared timely and accurate financial reporting  
And analysis.  
Operated tills to accurately process cash and credit  
card transactions.  
Collaborated with team members to achieve target  
results.  
Achieved service time and quality targets.  
Engaged with customers to better understand needs  
and deliver excellent services.  
Picked up additional task to aid team success.

June 2019-Nov 2019 **Globesta Auditors & Accounts**  
Accounts & Audit Assistant 6 Months of work experience as Audit and Accounts  
Assistant at Globesta Auditors and Accounts in Kochi,  
from 3<sup>rd</sup> June to 30<sup>th</sup> November  
Accounting –Computerized & Manual up to  
Finalization.  
Auditing – Pre Audit Level (Vouching, ledger analysis,  
BS Preparation).  
Taxation – income Tax, GST

### OBJECTIVE

Seeking employment with a company where I can  
use my talents and skills to grow the company

### ADDRESS

Cheriyil (H)  
Nedumprom PO  
Thiruvalla Pathanmthitta  
Pin : 689110

### Contact

PHONE:  
9526109503

### EMAIL

[akhilavijayan09@gmail.com](mailto:akhilavijayan09@gmail.com)

### REFERENCE

CA Divya Mathew ACA  
Finance Director  
Globesta Auditors & Accounts  
Kochi  
PH : 9020290501

Jishnu Muraleedhara  
Managing Director  
AAG Solutions Pvt Ltd  
9995479841  
Email : [enquiry@aagsolutions.co.in](mailto:enquiry@aagsolutions.co.in)

## SKILLS

- Tally
- MS Excel
- MS Word
- SAP FI/CO
- Quick book
- Peach Tree

## ACHIEVEMENTS

Successfully completed certification program in certification program in SAP FI/CO.

Successfully completed certification program in Tally.

Well known in Human Resource Management and Administration.

## STRENGTHS

- Punctuality
- Quick learner
- Willingness to learn
- Sociable
- Positive Attitude

## DECLARATION

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

Date :

Place : Nedumprom

Akhila Vijayan