

# VISHNU VIJAYAN V.

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Mobile : 9656278064



## CAREER OBJECTIVE

To Pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organisation.

## PROFESSIONAL EXPERIENCE

Company : Rasik Products Private Limited  
Location : Delhi - Agra Bypass Road, Mathura – 281001 (U. P.)  
Designation : Data Entry Operator  
Duration : January 2018 - January 2020

## ACADEMIC QUALIFICATIONS

Qualification	Institution	Year of Passing	Board/University	Percentage
BA	Milad E Sherif Memorial College, Kayamkulam	2016	University of Kerala	63%
Plus Two	PKKSM HSS School, Kayamkulam	2013	Higher Secondary Education	74%
Tenth	St John's School, Kayamkulam	2011	Indian Certificate Of Secondary Education	60%

## COMPUTER PROFICIENCY

- Microsoft Office - Excel, Word And PowerPoint
- Accounting Software - Quick Books, Tally
- Email ,Web And Social Skills

## SKILL

- Communication skill
- Analytical skill
- Attention to Details
- Accurate Data Entry
- Fast Typing

## CERTIFICATIONS

- Professional Diploma In Foreign And Sap Accounting From Gtec- Education
- Medical Coding Certification From Transorze Solution Pvt Ltd, Trivandrum

## HOBBIES / INTEREST

- Painting
- Travelling

## PERSONAL PROFILE

**Date of Birth** : April 14 1995  
**Father** : Vijayan P  
**Mother** : Sreelatha Vijayan  
**Sex** : Male  
**Marital Status** : Single  
**Nationality** : Indian  
**Languages** : English, Malayalam, Hindi  
**Address** : Vishnu Bhavanam Perungala PO, Kayamkulam.  
Pin: 690502  
**Passport no** : R5256093

## DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

**Date:**

**Place:**Kayamkulam

**Signature:**

**Name** :Vishnu Vijayan

