



REVATHY VIJAYAN

📍 **Home** : Kozhimala house ,kotta p.o, Kozhimala house,kotta p.o, 689514,
Pathanamthitta, India

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Gender: Female **Date of birth**: 07/12/2000 **Nationality**: Indian

ABOUT ME

- Reliable and possess excellent time keeping skills.
- I am an enthusiastic.
- Self-motivated.
- Responsible and hard working person.
- I am a mature team worker and adaptable to all challenging situations.

WORK EXPERIENCE

[03/02/2022 – 31/10/2022]

Accountant

OXYGEN THE DIGITAL EXPERT (SOUTH INDIA'S LEADING DIGITAL RETAIL CHAIN)

City: Chengannur

Country: India

- Manage all accounting transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

EDUCATION AND TRAINING

[22/06/2019 – 07/06/2022]

BSC MATHEMATICS

NSS HINDU COLLEGE CHANGANACHERRY

Address: India

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Tamil

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

DIGITAL SKILLS

Analytical-skills | Problem-Solving (Problem Analysis) | Microsoft,Microsoft Office | Microsoft Word | Microsoft Powerpoint | Decision-making | Critical - Thinking

VOLUNTEERING

[30/03/2016 – 20/06/2022] **National Cadet Corps** Kerala

I'm a 'A', 'B', 'B' certificate holder and had also served as a Senior Under Officer rank in Ncc and so many flood related volunteer services have been done as a part of the Ncc . I was in ncc for 7 years. There are many different qualities and lessons to be learnt from Ncc. And ncc is a main factor that has influenced me in many areas of my life.