



Vijayalakshmi T

HMT Junction, Kalamassery, Ernakulam -683104
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Objective

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth.

Experience

- **Karma Institute** 7/02/2022 - 02/04/2023
OFFICE COORDINATOR
 - The tasks i do as a office coordinator are mainly coordinate and plan office works. ▪ Responsible for the coordination of Logistics Batch ▪ Responsible for the coordination/completion and the quality of the clerical work for the office which includes answering telephones, providing information,or routing calls to appropriate person; maintain office filing system.
 - Responsible for creating, maintaining and updating files and record keeping systems; paper and computerized.
 - Coordinate special events and functions.
 - Other related duties.

Education

- **Karma Institute** 01/04/2023
Honour In General Accounting
- **Nehru Arts and Science College** 2021
B.com
70%
- **Cooperative Arts and Science College** 2018
Plus Two
60%
- **GHSS Ummini** 2016
SSLC
74%

Skill

- Good listening

Language

- English
- Malayalam
- Tamil

Personal Details

- Date of Birth : 17/10/2000
- Marital Status : Single
- Nationality : Indian
- PERSONAL INFORMATION :

Strengths

- Good communication and interpersonal skills
- Good listening skills with an ability to pay attention to the details
- Ability to work under pressure
- Ability to work as a team player

• Ability to work as a team player

• Positive Attitude

Technical Skills

- **Tally Prime**

Bank Reconciliation, TDS, Payroll, Invoice etc..

- **GST**

GST and GST FILING

- **Advanced Excel**

VLOOKUP, HLOOKUP, PIVOT TABLE etc..

- **MS Word**

MS word



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