





Kavitha Rajesh

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lekshmikavi@gmail.com 

Kerala, India 

Skills

- Basic computer knowledge
- Strong analytical and problem-solving skills
- office management systems and procedures
- Document controlling
- Excellent time management skills with a proven ability to meet deadlines
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite or related software

Language

- English
- Hindi
- Malayalam

Personal Information

Gender : Female
Marital Status : Married
DOB : 19 Jan 1988
Nationality : Indian

Work Experience

- Dec-2021 - Administration & HR Trainee
May-2022 Valiyath Institute of Medical Science, Karunagapally, India
All HR and Admin day-to-day activities.
Maintaining attendance register.
Schedule interviews.
Maintaining Stock Records.
Assist PRO.
- May-2016 - Gold loan Executive
Jun-2017 Kosamattam Finance Limited, Kerala, India
Preparing Vouchers
Cash book maintain
Gold pledge and release
Document Filing
- Oct-2011 - Accountant Assistant
Mar-2015 Tax Solution, Mavelikara, Kerala, India
Preparing Vouchers
Maintaining Cash Book
Preparing Trial Balance
Maintaining Stock Records
Preparing Sales Tax Returns
Computerized Accounting

Education

- 2021-2022 PG Diploma
1 year Hospital Administration and Healthcare Management.
- 2009-2011 Master of Commerce
2 years Finance
MG University, Kerala, India
- 2006-2009 Bachelor of Commerce
3 years Taxation law & Accounts
Kerala university, Kerala, India

Other courses and certifications

HRG, SHRM, HRCI Certificate Programme from PROTOUCH
Diploma in Computer & financial Accounting