



## BIJIL KV

17 B Street - Al Quoz - Al Quoz Industrial Area 3 - Dubai - United Arab Emirates

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E : bijilkv66@gmail.com  
DOB : 20/04/1998

### OBJECTIVE

Seeking to obtain a responsible position in Auditing , Accounting , Finance , Tax , Cost , Statistics & Human Resource Management where my skills and knowledge and experience will be contributes towards the improvement of the Company. My innovative ideas and active personality should assist me a lot in adding to the Company's growth

### EXPERIENCE

#### DHANALAKSHMI HIRE PURCHASE AND LEASING LTD

03/05/2022 - 22-04-2023

##### Accounts Executive

Accounts Payables , Entry Booking , Handling Payments , Bank Reconciliation Works , Accounts MIS Works , Handling & preparation of Accounting datas , Register Maintaining

#### MAXVALUE CONSULTANCY SERVICES PVT LTD

01/03/2020 - 30/11/2021

##### Senior Officer - Internal Audit

Internal Audit - Microfinance , Bank Reconciliation works , MIS works , Field level verification , Documents & KYC verification , Customer to Customer verification , Data preparation & Keeping , File Custodian works

#### MAXVALUE CREDITS & INVESTMENTS LTD

01/10/2018 - 28/02/2020

##### Assistant Manager - Internal Audit

Internal Audit - Microfinance , Bank Reconciliation works , MIS works , Field level verification , Documents & KYC verification , Customer to Customer verification , Data preparation & Keeping , File Custodian works

### EDUCATION

#### INDHIRA GANDHI NATIONAL OPEN UNIVERSITY

2023

Mcom / Post Graduation

#### UNIVERSITY OF CALICUT

2018

Bcom / Degree

### INTERESTS

Auditing, Accounting, Finance, Tax, Cost, Statistics, MIS, Human Resource management, Office Administration

### LANGUAGE

Malayalam, English, Hindi

### SKILLS

Well Knowledge in MS Excel , MS Word ,MS PowerPoint , Internet and other basic Computer functions,Knowledge in Tally , Accounting ,Data Preparation & Handling,Well knowledge in Photoshop,

### ACHIEVEMENTS & AWARDS

Professional Diploma in Computerized Financial Accounting - PDCFA , Basic Computer operations , SAP basic course , Graphic Designing

### REFERENCE

Akhil Satheesan - CFO  
Dhanalakshmi Hire Purchase and Leasing Ltd , Kerala , India  
+91 9037138135

### VISA STATUS

Visiting Visa - 03 June 2023 - 01 August 2023

### DECLARATION

I here by declare that the above written particulars are true to the best of my knowledge and belief