

SimiVijayan

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Enthusiastic and multitasking young professional experienced in accounts, and admin seeking a challenging position in the industry where I can grow in terms of knowledge skills and attitude and put to use my analytical abilities and professional competency for the development of the organization

Experience

Dec 2014 -Till now

Data Entry operator • Kerala Cashew Workers Relief and Welfare Fund Board, Kerala

- Track and documentation of sales bookings and payments.
- Prepare invoice, reports, memo, letter, financial statements and other documents, using word spreadsheet.
- Prepare reports on the expenses of the company and submit on behalf of office staff, securing and maintaining supporting documentation.
- Preparing accounts and tax returns and invoice controlling.
- Administering payrolls, controlling income and expenditure. Compiling and presenting reports and business plans
- Evaluation of employee's performance.
- Tracks and coordinates the acquisition and distribution of materials, suppliers and equipment.

Aug 2012 - Oct 2014

Accountant •Midhun Infrastructure • TVM, Kerala

- Plan and direct the inventory and stock control programs for materials.
- Supervising warehouse staff and daily activities.
- Manage the warehousing and storage of all materials (materials checking).
- Manage all incoming, stock and outgoing product counts. Keeps daily detailed records of all inventory levels.
- Orders required materials as per production schedule. Keep track of inventory levels from incoming and outgoing orders. Performs monthly cycle counts of entire inventory.

Jan 2010 – Jun 2012

Medical Form Filling • Grandson Technologies • Kerala

- Execute assistant functions to check the accuracy of medical form filling systems and procedures.
- Check all client's data bases are updated and functioning properly.
- Study, inspect and entry of insurance and other related medical statements and records. Individual return filling.

Education

2001-2002

ITI (Stenography English)

Govt. ITI, Attingal

1999-2001

Pre-Degree

University of Kerala

English Typewriting with word processing

Kerala Govt Technical Education

SoftSkills

- Time Management
- Teamwork
- Leadership
- Active learning
- Good typing speed & Good documentation
- Experienced in account transaction and spread sheets

HardSkills

- Microsoft MS
- Data Entry
- Internet knowledge

PersonalDetails

Date of Birth : 20/05/1984

Nationality : Indian

Marital Status : Married

PassportNo : Y8524174

Address : Devadeyam, Njekkad, Varkala, Trivandrum, Kerala, India.