



# VYSHNAVI VIKRAMAN VA

Thiruvalla, Pathanamthitta, Kerala - 689621

+91 85906 50882

vyshnavivikraman35@gmail.com

## PROFESSIONAL SUMMARY

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Motivated and dedicated M.Com graduate with a strong foundation in finance, taxation, and accounting. Adept at working with Tally, MS Office, and data management tools. Experienced in administrative tasks, data entry, and office coordination. Seeking an opportunity to apply my academic knowledge and personal skills in a professional setting while contributing effectively to a team.

## WORK EXPERIENCE

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### ○ Stocker cum Cashier

**Spineys Margin Free Super Market, Thiruvalla, Kerala- India**

**January 2024 – Present**

- Ensure products are well-stocked, rotated, and shelves are clean and organized.
- Replenish stock timely and return damaged or non-moving items to vendors.
- Accurately register sales transactions using the Point-of-Sale (POS) system with no discrepancies.
- Process cash, card, and digital payments securely while maintaining transaction accuracy.
- Assist customers by providing product information and resolving inquiries professionally.
- Ensure correct pricing, labels, and promotional signage for all products.
- Participate in promotions, charity events, inventory checks, and store activities as assigned.
- Load, unload, and maintain organized back storage for efficient stock handling.
- Monitor product expiry dates and take necessary action on near-expiry stock.
- Maintain hygiene, safety, and store cleanliness per company standards.
- Work closely with supervisors, store staff, and vendors for smooth operations.
- Be open to relocation, long working hours, and holiday shifts as per business needs.

## SKILLS

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- Accounting & Finance: Financial Transactions, Taxation, Data Management
- Software Proficiency: Tally Prime, MS Office (Excel, Word, PowerPoint)
- Data Entry & Administration: Accuracy, Record Management, Documentation
- Communication & Coordination: Office Administration, Team Collaboration
- Languages: English, Malayalam

## EDUCATION

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- Master of Commerce (M.Com) – Finance & Taxation (Mahatma Gandhi University, 2021 – 2023)
- Bachelor of Commerce (B.Com) – Finance & Taxation (Mahatma Gandhi University, 2018 – 2021)
- Higher Secondary Education (Commerce) - Central Board of Secondary Education, 2016 – 2018
- SSLC (Secondary School Leaving Certificate) - Kerala State Board, 2016

## CERTIFICATIONS & TRAINING

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- Tally Prime Certification – G-Tec Computer Education, Alappuzha, Kerala (2021)
- MS Office Certification – G-Tec Computer Education, Thiruvalla, Kerala (2024)

## ADDITIONAL INFORMATION

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- Detail-oriented with excellent data accuracy and record management skills.
- Strong analytical and financial management abilities, developed through academic and professional experiences.
- Proficient in handling financial data, bookkeeping, and reporting, with a keen eye for accuracy.
- Passionate about continuous learning and professional development, always striving to enhance skills in finance, accounting, and business operations.
- Actively seeking opportunities in finance, accounting, or business administration to apply my M.Com knowledge and expertise.
- Highly motivated to contribute to organizational success through efficient data management and financial decision-making.