

# Curriculum Vitae

**NAIR VIJAYALAKSHMI VIJAYAN**

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## **CAREER OBJECTIVE**

Seeking a challenging position in a progressive organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and provide a blend of intellect, hard work, creativity, teamwork, and knowledge to achieve professional growth.

## **WORK EXPERIENCE**

- A. Company** : Trent International General Trading LLC, Ajman.  
(One Trading & Manuf. LLC too, Jan 2017 to Jan 2023).
- Designation** : Accountant (Experience in Finance / HR / Accounts & Admin.).
- Job Specification** : VAT Filing and related works (Federal Tax Authority – UAE).  
Handling accounts payables and accounts receivables.  
Bank reconciliation (in Tally) and handling cash flow (in excel).  
Maintaining staff records (passport / emirates ID / labour card expiry and renewals etc.) and vehicle records (mulkiya / insurance renewal / salik recharge etc).  
Preparing salary / leave pay, WPS transfers through company bank account, air ticket booking etc. – All HR Related Works.  
Payment follow-ups / Preparing monthly sales report, ageing report to banks etc.  
Works related to opening loans and bank facilities and LC works, cheque discounting, purchase discounting works using existing bank facilities, online local and international bank transfers etc.  
Various online works such as MOH renewal, taking permits for import chemical goods from MOFA website etc.  
Various tasks as per assigned by the company at the time of requirements (such as handling company cash book / rent / accommodation renewal / attending telephone calls etc).  
Advanced MS Office Skill -Word / Excel (Pivot Table etc.) / Outlook etc.
- B. Company** : A.M. Pharmaceuticals India (P) Ltd, Thrissur, Kerala, India.  
(From June 2012 till November 2014).
- Designation** : Administrative Assistant.
- Job Specification** : Resolves administrative problems by coordinating preparation of

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reports, analyzing data, and identifying solutions.  
Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.  
Provides information by answering questions and requests.  
Contributes to team effort by accomplishing related results as needed.

**C. Firm** : CA. Praveen C, FCA, Chartered Accountants Firm, India.  
(For C Praveen & Associates from October 2008 till April 2012 in Thrissur, Kerala, India).

**Designation** : Article Assistant.

**Job Specification** : Performed Accounting and Auditing Functions.  
Prepared Reconciliation's Statements of Banks, Debtors, Creditors etc.  
VAT / TDS Filing and related works, VAT Audit etc (India).  
Auditing of Ledger, Cash Books, Daybooks etc. both in manual and computerized system.  
Prepared all type of Income Tax Returns of companies, firms and others.  
Prepared Trading, P&L Accounts and Balance Sheets of different concerns like Proprietorships, Partnership Firms, Companies, Co-operative Societies, Trusts etc.

**D. Firm** : Pace Computers, Wadakanchery, Thrissur, Kerala, India.  
(For a Computer institution from June 2006 till June 2008).

**Designation** : Faculty - Accounting Packages (Tally 7.2 & Peach Tree).

**Job Specification** : Provides appropriate resources and learning materials for students and identifies varying teaching methods that work best for students who learn differently.

### **EDUCATIONAL QUALIFICATION**

- Post Graduation in Financial Management (MBA) from Bharathiar University.
- Passed Common Proficiency Test (CPT – 50.5%) from The Institute of Chartered Accountants of India (June 2008).
- Bachelor of Mathematics (B Sc – 88%) from Calicut University, Kerala (2000-2003).

### **COMPUTER KNOWLEDGE**

- Completed 100 hours of compulsory computer training specified by ICAI
- Operating Systems : Microsoft Windows 03, 07 & XP.
- Utilities : Ms Office, Accounting Package – Tally 7.2, 9 & ERP.

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- Taxation software Known : Taxmann Tax Compliance & Spectrum Software.

## **PROFESSIONAL SKILLS**

- Ability to perform well under high pressure with minimum supervision.
- Dynamic, patient, mature and good team player with high interpersonal skills.
- Eager to learn and achieve. Willing to work as a key player in a challenging environment.
- Highly motivated and interested, with the drive and initiative to undertake new and challenging projects which provide scope for creativity and personal development.

## **INTEREST & ACTIVITIES**

Reading Books & Hearing Music.

## **PERSONAL PROFILE**

Nationality : Indian  
Date of Birth : 28th January 1982  
Sex : Female  
Linguistic : English, Hindi & Malayalam (All to Speak & Write)  
Passport No : S2041030  
Place of Issue : Cochin  
Date of Expiry : 08/05/2028  
Visa Status : Employment Visa, Valid upto 20th March, 2023  
Permanent Address : Nambrath House , Enkakad (P.O)  
Wadakanchery (Via) , Thrissur (Dist) , Kerala , India  
Telephone : 0091 9447312306

## **DECLARATION**

I, hereby declare that the above said information is true and correct to the best of my knowledge and belief. I will discharge my duties to the entire satisfaction to my superiors and to the organization.

Place : Sharjah  
Date : 01.02.2023

Signature