



Vijish S

Relationship Officer

Results -driven Relationship Officer with a proven track record of building and maintaining client relationships . Experienced in identifying customer needs and recommending appropriate financial products and services . Skilled in conducting financial assessments , analyzing market trends, and developing customized solutions to meet client goals . Seeking to leverage experience and expertise in a dynamic financial institution.

✉ vijishkappikattil@gmail.com

📞 +971-547701596

📍 Abu Dhabi, UAE

📅 12 March, 1991



KEY SKILLS

Cash Handling

Negotiable

Accounting Software Systems

Financial Statements

Vouching

Ledger Analysis

Bank Reconciliations

Product Description

Billing and Payment Processing

Sales Presentation

Sales Process

Sales Management



SOFT SKILLS

Leadership

Excellent Communication

Interpersonal

Problem Solving

Time Management

Attention to Detail



WORK EXPERIENCE

Relationship Officer

Mycon Marketing Management

03/2024 - Present

Abudhabi, UAE

Achievements/Tasks

- Meeting with potential clients to gauge the utility and viability of prospective working relationships.
- Ensuring regular contact with existing clients to maintain our company's presence.
- Repairing disengaged or fractured relationships.
- Proposing and deliberating potential solutions in consultation with clients.

Accountant

Heartland Hotels and Resorts LLP - Munnar

2022 - 2024

Kerala, India

Achievements/Tasks

- Gathered financial information, prepared documents, and closed books.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Identified and investigated variances to financial plans and forecasts.
- Proactively researched technical tax issues related to consulting projects.
- Evaluated and improved accuracy and completeness of financial records.

Accountant

Munnar Castle Resort

2020 - 2022

Kerala, India

Achievements/Tasks

- Maintaining accurate financial records.
- Ensure high levels of customer satisfaction through excellent sales service.
- Reconciling the company's bank statements and bookkeeping ledger.
- Filing and remitting taxes and other financial obligations.
- Generating the company's financial reports using income and expenditure data.

Accountant

The Munnar Queen Resort

04/2017 - 04/2020

Kerala, India

Achievements/Tasks

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.



TECHNICAL SKILLS

MS Office

Word | Excel | PowerPoint

Accounting Software

Tally | Visual Basic | Fox Pro



LANGUAGES

English



Malayalam



Tamil



Hindi



PERSONAL INFO

Nationality : Indian

Marital Status : Married

Gender : Male



INTERESTS

Music

Travel

Sports

Fishing



WORK EXPERIENCE



Accountant

Kestrel Adventures and Holidays

08/2016 - 03/2017

Kerala, India



Sales Executive

Cammilli Diamond And Gold LLP

12/2015 - 07/2016

Kerala, India



Sales Assistant

Joy Alukkas India Pvt. Ltd.

08/2014 - 10/2015

Kerala, India



ACADEMIC QUALIFICATION



Masters in Business Administration (Finance)

Madurai Kamaraj University

2012 - 2014

Madurai, Tamil Nadu



Bank Coaching

ICD Bank Coaching Center - Kollam

2011 - 2012

Kerala, India



Bachelors of Commerce (Computer Application)

Mahatma Gandhi University

2008 - 2011

Kerala, India



Higher Secondary

Board of Higher Secondary Education

2006 - 2008

Kerala, India



SSLC (Secondary)

Board of Public Examination

2005 - 2006

Kerala, India



DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Vijish S