

VINCIYA K V

Kalathiparambil (H), Puthuvyppu P.O, Vypin

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DOB: 08/05/1999

Professional Summary

Organized and dependable office professional with experience in administrative support, teaching, and freelance work. Skilled in documentation, communication, and team coordination with a strong background in Microsoft Office tools and basic accounting. Quick to learn new systems and committed to maintaining efficient and professional office environments. Seeking an office staff position where I can contribute to day-to-day operations and team success.

Professional Experience

Office Administration & Teaching Assistant

St. Raphaela Mary Institute of Fashion Designing

Aug 2023 - Jan 2025

- Maintained student records and assisted with daily administrative duties
- Supported teaching activities with scheduling, communication, and documentation
- Prepared and managed instructional materials and office communications

Freelance Designer / Administrative Support

Self-employed

2021 - Present

- Managed client records, appointments, and project tracking
- Created and maintained documents including invoices and design proposals
- Communicated professionally with clients and vendors

Education

Diploma in Financial Accounting (DFA) - G-Tech Computer Education - 2017 - Grade B

Diploma in Fashion Designing and Garment Technology - Technical Education of Kerala - 2021 - First Class

Bachelor of Commerce (B.Com) - M.G University - 2019 - [Completion Year Not Provided]

Higher Secondary (Plus Two) - Govt. of Kerala - 2016 - 85%

SSLC - Govt. of Kerala - 2014 - 92%

Key Skills

- Microsoft Word, Excel, and PowerPoint
- Time management and scheduling
- Communication and interpersonal skills
- Record keeping and document management
- Basic accounting and data entry
- Team coordination and task tracking

Certifications

- Certified E-Typist in English

Languages

English, Hindi, Malayalam, Tamil