

# VIJEESH. K. T



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vijeeshkarimba97@gmail.com



## CAREER SUMMARY

Experienced and dedicated professional with 14 years of expertise in roles such as Assistant Compliance Officer, Cashier, Junior Relationship Executive, Sales Executive, Clerk, and Junior Accountant. Proven ability to manage diverse responsibilities, ensuring compliance, enhancing customer relations, and supporting financial operations. Adept at multitasking, problem-solving, and collaborating with teams to achieve organizational goals. Seeking an opportunity to leverage my skills and experience in a dynamic role where I can contribute to the company's success and further develop my career. Committed to delivering excellence and fostering positive relationships in all professional interactions.

## WORK EXPERIENCE

- ❖ 03/05/2022 – 01/04/2025  
**ASSISTANT COMPLIANCE OFFICER** | 03/07/2022 – 01/04/2025  
**CASHIER** | 03/05/2022 – 02/07/2022  
AMAN EXCHANGE COMPANY.W.L.L., KUWAIT
- ❖ 17/05/2016 – 04/04/2022  
**JUNIOR RELATIONSHIP EXECUTIVE**  
MUTHOOT FINANCE LTD
- ❖ 01/02/2014 – 30/03/2016  
**STORE MANAGER** | 01/09/2015 – 30/03/2016  
**SALES EXECUTIVE / CASHIER** | 01/02/2014 – 30/08/2015  
PATCHI CHOCOLATES, RIYADH, KSA
- ❖ 14/11/2011 – 23/01/2014  
**CLERK**  
DARUSSALAM ENGLISH MEDIUM SCHOOL
- ❖ 02/05/2010 – 10/11/2011  
**JR. ACCOUNTANT**  
ADARSH & ASSOCIATES (TAX PRACTITIONERS)

### Duties & responsibilities

- Monitored and ensured adherence to regulatory & company compliance standards.
- Prepared and maintained accurate compliance documentation and reports.
- Assisted in identifying and mitigating compliance risks and issues.
- Processed customer transactions efficiently and accurately, handling cash, credit, and debit payments.
- Provided excellent customer service by addressing inquiries & resolving issues.
- Developed and maintained strong customer relationships, identifying and fulfilling client needs to drive sales growth.
- Achieved sales targets through effective product presentations, negotiations, and closing deals.

## KEY SKILLS

Customer Service

Payment Processing

Business Development

Relationship Building

Team Work

Accounts Payable/ Receivable

Sales Support

Tax Preparation

Time Management

Communication Skills

## QUALIFICATION

- ❖ BBA  
Kerala, India
- ❖ HIGHER SECONDARY  
Board of Secondary Examination  
Kerala, India
- ❖ SSLC  
Board Of Public Examination Kerala,  
India

## COMPUTER SKILLS

- ❖ MS. OFFICE
- ❖ DPA (Diploma in Professional Accounting)

## PERSONAL INFO

Nationality : Indian  
Date of Birth : 02/06/1989  
Gender : Male  
Marital Status : Married  
Address : Vettath House, Karimba  
Po, Palakkad, Kerala,  
India, Pin-678597

## PASSPORT INFO

Passport No : V1848054  
Date of Expiry : 14/06/2031  
Place of Issue : Cochin

Phone No

+91 99479 77576

Mail ID

vijeeshkarimba97@gmail.com

Languages Known

English, Hindi, Malayalam,  
Arabic