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# Vimal M.J

## Mechanical Engineer

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## ABOUT ME

Seeking a challenging opportunity in an environment where I can utilize my strong Organizational skills and educational background which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as a Collaborative team member.

## WORK EXPERIENCE

### **Self-employed - Owns a retail business – Irinjalakuda, Thrissur, Kerala (Oct 2016 – Present)**

MONTH 20XX - PRESENT

- Preparing sales invoices & upkeep an accurate accounts filing system.
- Ensuring that informant is accurately collated & entered into systems.
- Maintain the general ledger accounts
- Support the month-end close process
- Manage and resolve customer complaints.
- Provide customers/visitors with product and service information.
- Analysed operational processes and made adjustments to ensure compliance with established standards.
- Managed daily accounting tasks including tracking business expenses, paying invoices and preparing bank deposits.

## EDUCATION

### **Octaganel, Thrissur, Kerala, India**

QA & QC

### **Jeeva's Polytechnic College, Coimbatore, Tamil Nadu, India**

Diploma in Mechanical engineering

### **National Higher Secondary School, Irinjalakuda, Thrissur, Kerala, India**

Higher Secondary

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**National Higher Secondary School, Irinjalakuda, Thrissur, Kerala,  
India**

Matriculation

## **SKILLS**

- Communication
- Critical Thinking
- Multi-tasking
- Ms Excel

## **ACADEMIC PROJECTS / ON-JOB ASSIGNMENTS**

### **Project Title: Pneumatic Sheet Metal Cutting**

This was an academic project that I worked on during my diploma course in mechanical engineering

## **LANGUAGES**

- English
- Malayalam
- Hindi

## **CAREER OBJECTIVES**

A self-confident, responsible, highly motivated person with an effective interface and capable of working independently or with a team with a result-oriented mindset, those who are ready to accept challenges. I can request with great pleasure and wish to pursue a career with your esteemed organisation as a Determined Candidate, dedicated to providing my utmost capabilities to the organisation and assisting the management in their endeavours.

## **DECLARATION**

I hereby declare that the above-mentioned details furnished by me are true and correct to the best of my knowledge and belief.

Thank you again for taking time out of your busy day. I look forward to hearing from you soon.