

ARSHILA.V

(MBA - Finance & Marketing)

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SUMMARY

Accounts Professional with 1 year experience and an internship experience in finance, seeks opportunity to develop a good career business and to contribute my skills and abilities in achieving the companies' goals.

OBJECTIVE

To play an active role in a highly professional and challenging environment that provides an opportunity where my talent and knowledge could be best subjected and utilized in order to deliver my best for the pride and passion for the organization and for personal growth.

EDUCATIONAL CREDENTIALS

- **MBA - Finance & Marketing (75%)** from Kannur University, Kerala, India - Sept 2017.
- **Bachelor of Business Administration - Accounting / Management (88%)** from Kannur University, Kerala, India - May 2015
- **Diploma in Commerce (93%)** from Higher Secondary Educational Board, Kerala India – March 2012

WORK EXPERIENCE

Plaza Sales Corporation – India

(May 2018 – July 2019)

Plaza Sales Corporation is a largest Indian based Company in retail & wholesale sales for tiles & sanitary items. Plaza Sales Corporation is the leading distributors of luxury branded tiles & bath fittings.

Position: Accountant

Key Responsibilities:

- Responsible for managing overall accounting activities.
- Supervised daily accounting transactions related to sales, purchases, banks, expenses etc
- Efficiently handled periodic Receivables & payables reporting, payment processing
- Responsible for closing book of account on Monthly basis & Preparation of monthly Financial Reports and Actual cash Flows.
- Review and update the provision, Passing Prepayment & Accrual entries on monthly basis to keep books of account more accurate.
- Managing Accounts payable & Receivable.
- Reconciliations different bank A/C's & Reviewing General Ledgers.
- Preparing & providing various financial schedules for internal & External Auditors.

PERSONAL SKILLS

- Eager to Learn, Focused and result oriented.
- Strong Written and Verbal Communication
- Ability to Work Independently or as part of a Team
- Sharp Observation, Discipline, Ability to Motivate
- Easily Adaptable and Sincere

ACHIEVEMENTS / HONOURS

- Specialized in Accounting
- Participated in various managements fests in various colleges.
- Done an internship from RUBCO HUAT PVT LTD - Kannur, Kerala, India.
- Participated one day seminar on “EMERGING TRENDS IN BANKING SECTOR”.

ACADEMIC PROJECT UNDERTAKEN

- A study on **WORKING CAPITAL MANAGEMENT** with reference to **CANNANORE SPINNING MILL –** Kannur, Kerala, India. (From February 16- March11, 2015)
- An **Organization Study** conducted at **RUBCO HUAT PVT LTD** - Kannur, Kerala, India. (from October 11- November 11,2016)
- A study on **CUSTOMER PERCEPTION** at **WESTERN INDIA PLYWOOD LTD** - Kannur, Kerala, India. (from April 1- June 15,2017)

TECHNICAL SKILL

- MS Office (Word, Excel, Power point)
- Accounting Software - Tally ERP9, Peach tree Accounting, Quick books Accounting.

LANGUAGE SKILL

- English, Malayalam, Hindi and Tamil

PERSONAL PROFILE

Date of Birth: 20th December 1994
Sex: Female
Marital Status: Married
Interests: Reading, Traveling, Music
Nationality: Indian
Visa Status: Husband Visa

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge & belief.

Place: Deira, Dubai.

Arshila V