

ARYA PILLAI J

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CARRER OBJECTIVE

To succeed in an Environment of growth and Excellence and Earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as Organizational goals.

PROFILE

- Over a 2- year background in Accounting and Finance as well as Document Controlling with experience ranging from P&L/financial statements, management reports, general ledger, and journal entries, Accounts payable Accounts Receivable, Reconciliations.
- Readily adapt to new professional settings/industries and adeptly acquire and apply new skills and knowledge toward supporting company goals
- Readily adapt to Dynamic organization and helps in project planning, time management, and multi-tasking abilities.
- Additional cross-training and experience in diverse areas of business operations in software training, and operational documentation
- Effectively identify, develop and execute strategies to boost productivity, efficiency and quality in work.
- Actively facilitate and contribute to collaborative team environments and welcome increasing responsibilities as well as opportunities for professional development

WORK EXPERIENCE

Organization: BARKA FOODS, Kollam, Kerala.

Designation: Accountant for Food & Beverages Industrial Supplies

Duration: DEC 2018 - February 2020

In Dec 2018, I joined BARKA FOODS, in Kollam Kerala which deals with Packaged Drinking Water and Soft drinks manufacturing Company as an Accountant.

- Created a standardized stock-keeping system which was accepted and appreciated.
- Handled the complete accounting cycle, including opening, posting entries and closing of accounts, recording of day to day transactions, accounts payable and receivables, preparation of various accounting reports, tasks related to cash disbursement and bank reconciliation, inventory management, cash & cheque handling and petty cash management and payroll.

The accounting software used was Tally and Microsoft Excel. I was also acting as an admin assistant, making calls regarding payments, managing the office arranging meetings, purchasing etc.

EDUCATION QUALIFICATION

2017-2019	:	Sree Narayana College M.Com Finance University of Kerala
2014-2017	:	University Institute of Technology B.Com Computer Application (79.9 %) University of Kerala
2013-2014	:	Vimala Hridaya HSS for Girls, Kollam HSE Commerce (85 %)
2011-2012	:	Vimala Hridaya HSS SSLC (85%)

PROJECT UNDERTAKEN

“A Study on Heritage Tourism in Kerala” for the Completion of Post-Graduation.

CORE STRENGTHS

- > Initiator
- > Quick Learner
- > Self-Motivated and Hardworking
- > Good team player
- > Good verbal and Written Communication Skills

COMPUTER SKILLS

- > Micro Soft Word, Excel and Power Point, Tally

LINGUISTIC SKILLS

- > Fluent in English, Mother Tongue Malayalam and I can Speak a Basic Hindi and Tamil

PERSONAL DETAILS

Name : **ARYA PILLAI J**
Address : Al Nabbah, Sharjah
Husband Name : Nandagopan V Nadh
Date of Birth : 21/06/1995
Sex : Female
Nationality : Indian
Marital Status : Married

DECLARATION

I hereby that the information furnished above is true to the best of my knowledge and belief.

ARYA PILLAI J

Place : Sharjah
Date :