



CONTACT ME AT

AL KARAMA, DUBAI, UAE

aryavj0306@gmail.com
00971586363544

www.linkedin.com/in/AryaVijayL

SKILLS SUMMARY

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results.
- Programming languages, Robotics and Project Management,
- Hands on SQL Experience including querying.
- Knowledge in UAE VAT Law ,
- TALLY ERP,MS OFFICE, ADVANCED EXCEL(VBA, Pivot Tables, array functions, Power Pivots, Formulas)
- Experience in Business Analysis, Analytics
- Beginner in Tableau.

ARYA VIJAY LETHAMBIKA

DATA ANALYST/ HR ADMIN/ SALES COORDINATOR/ PROJECT COORDINATOR

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for the company benefits and to update my skills. 1 year plus Experience in UAE and 1 Year plus in INDIA

WORK EXPERIENCE

KARKAFI Hair, Dubai, Branch Manager CUM HR ADMIN & Sales Coordinator

29 July 2019 - 22 Sep 2020

- Administrative duties and activities; Billing, Cashing Invoicing, VAT refunds etc...
- Sales and Accounts management duties.
- Income and Expenses management
- Stock Management
- HR Administration activities.
- Petty cash handling
- Assisting chief Accountants for MIS Report.
- Sales reporting and inventory controlling

EY, DATA ANALYST

NOV 2017 - NOV 2018

- Coordination with Auditors and Clients for receiving the data and for the analysis of the data.
- Preparing Reconciliation, necessary data's for Auditing to the Auditors and data transfer
- Data Mining, Cleansing, Extraction.

Toonz ANIMATION INDIA PRIVATE LIMITED, PRODUCTION COORDINATOR Digital - Trainee

JUNE 2017 - OCT 2017

- Managed the in house production work for the digital channels.
- Digital Creative Team
- Google Analytics
- SEO Optimization
- YouTube Analysis
- Content Creator for YouTube Channels

EDUCATION

Noorul Islam Center for Higher Education, Tamil Nadu.

- Major in Computer Engineering, 2017
- Rank Holder In University.
- Academic Achievement Award Winner.

PERSONAL PROFILE

- Marital Status: Married
- Languages Known: English, Hindi, Malayalam, Tamil, Urdu
- Visa status : Cancelled Visa

CERTIFICATE COURSES and TRAININGS

- Accounting : Mapping of tables
- Bootcamp on alteryx
- Querying ion SQL Server Session 1 & 2
- Python and Postgre SQL
- Bootcamp on SQL
- MS Access tables
- Relational Database Management
- Python Data Analyst
- Networking Course (Academia Scientists An Indian Research Community Group), Chennai, India
- Industrial training In Robotics, Kochi, Kerala,India.
- Internship in Kaashiv Infotech, Chennai, India
- Implant Training in Keltron Thiruvananthapuram,Kerala, India.
- Internet of Things (IOT) training by ElectroCloud Labs, Hyderabad.