

**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 1 year and 2 month of experience in Accounting ranging from P&L, general ledger and journal entries, Accounts payable, Accounts receivable etc.
- 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.
- 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: Raimon Peter Technical Contracting, Sharjah, UAE**

#### **Designation: Accountant cum Admin**

Duration: March 2020 – Present

I Joined **Raimon Peter Technical Contracting Company** as an Accountant Cum Admin. In there the duties involved;

- Handling employees details
- Managing employees files and preparation of payroll
- Preparation of invoices and credit notes
- Managing day to day petty cash
- Answering to phone calls and checking of emails
- Files/scan/copy invoices, cheques and other documents as needed
- Doing daily follow up for payment and other duties as assigned by manager
- Registers sales on a cash register by scanning items, totaling
- Collection of payment by accepting cash , cheque
- Counting and checking all funds remitted

### **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

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 bank reconciliation, cash & cheque handling and preparing Invoice.

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 (80%) 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  
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 :