



J.ARUL JULIET VIMALA

ADMIN AND ACCOUNTANT

Career Objective:

Seeking participation in the organization that offers career growth and opportunities in a global perspective, in the field of advisory services and financial decision making.

Contact No.:

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Contact Address:

Al-Qasmia, Sharjah, UAE

Personal Data:

Name : J.ARUL JULIET VIMALA

Husband Name: E.VIJU RAJ

Date of Birth : 20.05.1990

Sex : Female

Nationality : Indian

Marital Status : Married

Languages

Known : English, Tamil & Malayalam.

Visa : Visit Visa valid up to 17th June,2022

Working Experience: (Over 8 years of Experience)

1. KOSAMATTAM FINANCE –India, Dec-2016 to Aug-2021

Branch Manager

Responsibilities:

- Direct all operational aspects including distribution operations, customer service, human resources, administration and sales
- Assess local market conditions and identify current and prospective sales opportunities.
- Develop forecasts, financial objectives and business plans.
- Meet goals and metrics
- Manage budget and allocate funds appropriately
- Bring out the best of branch's personnel by providing training, coaching, development and motivation.
- Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities.
- Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs.
- Address customer and employee satisfaction issues promptly.
- Adhere to high ethical standards, and comply with all regulations/applicable laws.
- Network to improve the presence and reputation of the branch and company.
- Stay abreast of competing markets and provide reports on market movement penetration.

2. SYRMA TECHNOLOGY –India, Jan-2015 to Dec-2015

Assistant Accountant

Responsibilities:

- Reconcile invoices and identify discrepancies
- Create and Update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and Physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits
- Processing payments and invoices accurately and within expected time periods
- Preparing profit and loss accounts sheets

3. JEPPIAAR ENGINEERING COLLEGE – India, Aug-2012 to Dec-2014

Admin and Assistant Accountant

Responsibilities:

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and Physical financial records
- Issue invoices to customers and external partners, as needed.
- Review and file payroll documents
- Participate in quarterly and annual audits
- Processing payments and invoices accurately and within expected time periods

Skills

- MS Office(Outlook, Access, Project)
- Excel
- Tally ERP
- SAP
- Powerpoint

Academic Projects:

- **Under Graduation Level**
 - Consumer awareness in Aavin Chennai
- **Post-Graduation Level Mini Project**
 - Job satisfaction in AVT Thomas leather & allied pvt ltd
 - Recruitment and Selection Process in Ibex Products private Ltd Chennai
- **Post-Graduation Level Main Project**
 - Organizational climate in port trust in Chennai

Educational Qualification

- MBA in Finance and HR
- BBA in Finance and HR

✓ **Gold Medalist of Madras University in Post-Graduation Level (MBA)**

Industrials Visited

Under Graduation Level

- Aavin Milk Products - Chennai.
- Jeppiaar Milk - Thiruvannamalai.
- Parle-G Mathavaram Chennai.

Post Graduation Level

- The Economic Times - Chennai.
- Amurthanjan – Chennai.

My Strengths:

- Achievement and result orient with excellent ability to work within a team and act as a motivator to achieve group goals.
- Intended upon doing the work assigned with integrity, honesty and sincerity, not losing sight of the organizational/team objectives.
- Good interpersonal skills with the ability to assert positive influence.
- Ability to communicate in an effective manner

DECLARATION

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

DATE :

PLACE :

Yours Sincerely,

(J.ARUL JULIET VIMALA)