



# DIVYA VENUGOPAL S

Admin cum Accounts Assistant

Competent and detail-orientated Accounting Assistant well-versed in accounts payable and receivable management, financial forecasting, budgets and payroll. Talented in identifying and correct errors to ensure impeccable accuracy. Committed to achieving team objectives and driving company development. Proactive communicator with a solid foundation of trustworthy and dependable performance.

## Contact

### Phone

00971563898772

### Email

divya.vicky25@yahoo.com

### LinkedIn

www.linkedin.com/in/divya-venugopal-s-b1405b291m

## Personal Profile

DOB : 12-04-1991

Passport No : S8715373

Visa Status : Spouse Visa

Address : Port Saeed  
Deira, Dubai

## Education

2011-2014  
Master Of Computer Application(MCA)  
Indira Gandhi National Open University  
(IGNOU)

2008-2011  
BSc. Computer Science  
Calicut University

2006-2008  
Plus Two  
State Board, Kerala

2006  
SSLC  
State Board, Kerala

## Language

English

Malayalam

Tamil

## Professional Experience

2018 - 2019

Hyper Market, India

Administrative /Accounts Assistant

- Maintained the entire filing system for the accounting department.□
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.

2013 - 2015

Muthoot Finance Ltd (NBFC), India

Finance and Accounts Executive

- Managed accounts payable, accounts receivable, and payroll departments.
- Ensure targets for Gold Loan, Hire purchase, Life Insurance, general insurance, deposits, and money transfer and forex transactions.□
- Customer supports, follow ups and updates, reminders on payment schedules etc.□
- Assisting in preparation of financial reports and Handled Regular Audits.□

## Technical Expertise

- Post Graduate Diploma in Computer Application (PGDCA)
- Programming Languages : C, C++, COBOL,VB.NET, COREJAVA,JSP
- Frame Works : PHP,HTML,CSS and JavaScript
- Database Management : MS ACCESS,MY SQL,SQL SERVER 2008
- Accounting software : Tally ERP 7.9

## Skill Highlights

- Observation
- Decision Making
- Team Work
- Multi -tasking
- Time Management
- Communication