



# DIVYA ULAGANATHAN

ACCOUNTING ASSISTANT | BOOK-KEEPING | STAFF ACCOUNTING

Efficient and effective individual with vast experience providing executive-level administrative and project management support to corporate executives. Leverages strong organizational, multitasking, and problem-solving skills to successfully manage multiple projects with tight deadlines. History of success in creating cost-effective solutions that improve department operations with Studied about Accounting in higher school.

## EXPERIENCE

**EXECUTIVE ADMINISTRATIVE ASSISTANT** - ENOVA SOFTWARE AND HARDWARE SOLUTION P LTD (FEB 2023 – OCT 2023)

- Responding to the Client inquiries, providing solutions, and resolving their issues. Serves as the primary point of contact between the client and to the company, and to ensure that the client is satisfied with the services provided.
- Provided executive-level administrative support to senior management, including calendar and travel coordination.

**SALES & PURCHASE AUDITOR** – MEGHALAI STEELS

(Apr 2021 – Jan 2023)

- Auditing the works in sales & purchase transactions. Supported day-to-day operations of HR functions and duties. Provided administrative support to Human Resource Department by preparing correspondence, maintaining personnel files, and entering data into HRIS system.
- Responded promptly to inquiries from both internal and external customers regarding HR policies and procedures. Used HR Management databases, applying skills in computer applications.

**PROJECT ANALYST** - S & T ENGINEERS P LTD

(May 2017 – Jan 2020)

- Collated performance reports and produced project forecasts to ascertain areas of profit growth. Research and Analysis for all back office documents and work as a single. Documents verification for the process to develop the project to upgrade.

**ACCOUNTING ASSISTANT** - PREZANTIM PRESENTATION DESIGN

2011 – 2014 (Part-Time)

- Performed daily cash management activities, such as preparing deposits and processing payments.
- Developed and maintained detailed financial records, including accounts payable and receivable, payroll, invoicing and bank reconciliations. Managed list of outstanding account payable, general ledger, and vendor files.
- Accounting assistants need excellent command over payroll functions. Accounting assistants need sharp mathematics knowledge and error-free calculation and fact-checking skills.

**HEALTH CARE & INS OPERATIONS SR REP** - DELL BUSINESS PROCESS

(Apr 2015 – May 2016)

- Analyze the insurance request received from the customer and process as per standard operating procedures. Entry level administrative operating support performing various basic tasks (mail, file services, reporting, project support, and general account support activates).

**SR PROCESS EXECUTIVE** - PATHFINDER BUSINESS ANALYSIS P LTD

(Jun 2009 – Jan 2014)

- Process works on Research, Property Tax, Sales Tax, Mortgage, Bankruptcy for the US Clients. Quality Check for the process of the team in Property Taxes data and reporting to the leader on a daily basis.

## DETAILS

- Email – [udivya1989@gmail.com](mailto:udivya1989@gmail.com)
- Mobile No – +971 568188146
- Passport – P8178055
- Status – Married
- Nationality – Indian

## EDUCATION

- MBA INFORMATION SYSTEM, Bharathiar University, 2011
- BCA COMPUTER APPLICATION, Sri Ramakrishna College of Arts & Science, 2009

## SKILL

- Tally, Quick Book
- Time Management | Event Management
- Typing Speed WPM 40 | MS Office
- Problem Solving | Smart Work
- Database Recording Management | Multitasking
- Analytical Skill | Customer Service