



DIVYA JANARDHANA MOOLYA

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PROFESSIONAL SKILLS

Microsoft Word
Microsoft Excel
Microsoft Powerpoint
Tally.ERP 9
Paradigm
Adobe Photoshop
Photo Editing (Canva)

PERSONAL SKILLS

- Good communication - written and oral skills
- Excellent conceptual and Analytical skills
- Resilience and Self-management
- Teamwork and Interpersonal skills
- Motivated and Organised

EDUCATION

Manipal Academy of Higher Education, Dubai

2015 - 2018

Completed a degree in Bachelors of Business Administration (Finance) with an overall CGPA of 8.34

Gulf Model School, Dubai

2003 - 2015

Completed 12th grade with 75% (CBSE Board)

PERSONAL SUMMARY

Passionate in building professional skills as well as enhancing working capacities and driven to serve the organisation in the best possible way with sheer determination and commitment.

WORK EXPERIENCE

Internal Audit Assistant

Athena Education Investment LLC. | Dec 2018 - Jun 2020

- Filling and reconciliation of VAT return
- Payroll audit
- Petty cash audit
- Review of Books
- Reconciliation of various transactions including bank, inter-school transactions, revenue
- Assisting in finalisation of Accounts
- Assisting in preparation of Financials
- Obtain and evaluate accounting documentation,data,previous report

Event Organization Team Member

Ajman Paint Run 2018, Mosaic Market | Mar 2018 - Mar 2018

Internal Audit Assistant

Novo Healthcare | Feb 2018 - Feb 2018

- Organised and managed the medicines stocks
- Physical verification of stocks
- Manual data entry of the prices, expiry and manufacturing date, P.o number etc.

Accounts Payable Intern

Halliburton Worldwide Ltd. | Jul 2017 - Aug 2017

- Invoice scanning and handling invoice logs
- Preparation of coding files in excel
- Verifying invoices using OCR system

VOLUNTEER EXPERIENCE

- Dar Al Ber Society (Happiness Market)
- JobHunt Gulf - Student volunteer and coordination for vairous events - Manipal University, Dubai

LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div></div>

PERSONAL INFORMATION

Date of Birth: January 31, 1998
Nationality: Indian
UAE Driving License: Yes

CERTIFICATIONS

- Chartered Institute of Management Accountants (CIMA) Certificate in Business Accounting
- Advanced Business Strategy - University of Virginia (coursera)
- The Art of Negotiation - University of California, Irvine (coursera)
- Business Analytics and Digital Media - Indian School of Business (coursera)
- Fundamentals of Project Planning and Management - University of Virginia (coursera)
- Initiating and Planning Projects - University of California, Irvine (coursera)