



# 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	● ● ● ● ●
Hindi	● ● ● ● ●
Arabic	● ● ● ● ●

## 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)