



VARSHA RIBU

ASSISTANT ACCOUNTANT

CONTACT

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- 📍 Business Bay,Dubai

EDUCATION

2021 - 2023

TKM INSTITUTE OF MANAGEMENT

- Master of Business Management- Finance & Marketing
- CGPA: 7.0

2018 - 2021

SN COLLEGE

- Bachelor of Commerce- Finance
- GPA: 78.96 %

2016 - 2018

MGM MODEL SCHOOL

- Commerce
- GPA: 90.6 %

PERSONAL DETAILS

DATE OF BIRTH : 22 - Jan 2000

MARITALSTATUS : Single

NATIONALITY : Indian

VISA STATUS :Own Visa

DRIVING LICENSE : Valid Indian

PROFILE

A results-driven Accountant with an MBA, offering a strong background in sales strategies, Ledger of the parties. Skilled in digital marketing, customer acquisition, and team leadership, I am eager to apply my expertise to drive business growth, enhance customer engagement, and precision in Handling data . With a passion for data-driven insights, I aim to develop strong interest in the financial side of the business especially in Budgeting ,Inventory Management, Invoicing, Payroll processing and reporting.

WORK EXPERIENCE

ROYAL GRANDSHADES

(2024 - PRESENT)

Admin Executive-UAE

- Lead, mentor, and manage a high-performing Sales team, fostering a collaborative and results-driven work environment.
- Expert in organizing Project Meetings, responding to business enquiries, drawing up contracts and providing customer service.
- Connecting and developing network with various Interior Companies Across GCC ,while proactively preparing price quotations as per the clients Requirements.
- Support in the smooth running of offices by carrying out clerical tasks and projects.

Haleon(Erstwhile:GSK)

2023

TERRITORY SALES EXECUTIVE- INDIA

- Developed and implemented a streamlined process for gathering business requirements, reducing Project delivery time by 15%.
- Developed and implemented a standardized reporting framework [Using Pivot, VLOOKUP]tools, resulting in improved visibility of key performance metrics and enabling data-driven decision-making at all levels of the organization.
- Handled Kottayam Territory with 56LKH on an average business turnover with 2000+Outlets and maintaining the ledger statements.
- Leading a Team of 20 with an insight based and result driven Approach.

ACHIEVEMENTS

- Awarded Haleon Heros Q2" award for Team Kerala for the role of TSE.
- Awarded as the winner of "Sword of Honour" For Performance in Quarter2.
- Awarded 2nd prize for Public Speaking in TKM Institute of Management
- Served as a Chief Comparer in SN College Varkala ,
- Awarded first Class with Distinction in BCom (Finance) under Kerala University

SKILLS

- Administrative Skills
- Teamwork Time
- Management Leadership
- Effective Communication
- Critical Thinking
- Customer Handling
- PRO,CRM Knowledge
- Organizational Skills

TECHNICAL SKILLS

- MS Office (All Suite)
- Tally Prime(Creation)
- Work Related software's
- Intenet
- UAE VAT Basics-Return Filing, Form 201 Filling

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Arabic

INTERNSHIP & PROJECTS

- Completed project on "A Study on profitability Analysis" with reference to MILCO DAIRY.{Using Ratio Analysis
- Completed Project On "A Study on Cash Management at MILMA Dairy, TVM{Using :Ratio Analysis,
- Regression Analysis ,Trend Analysis
- Attended a Training on International Business Opportunities at University of Wollongong, Malaysia, KDU.
- Completed Internship at LULU International Malls, TVM ,Kerala at Funtura as a Marketing Intern.

CERTIFICATIONS

- Project Management | 2023 Project Management Institute
- Asset Management | 2023 Internal Auditors Team
- Marketing Internship | 2022 LuLu International Malls TVM,Kerala-1 Month
- Personel Budgeting Using EXCEL | 2024 Great learning Academy
- Finance Intern | 2023 Milco Attingal ,Kerala -3 Months

REFERENCE

Upon Request