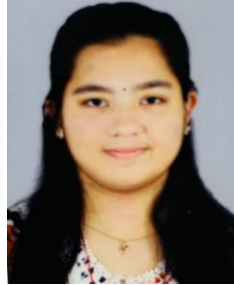


NIVYA BIJU

Name: **Nivya Biju**
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Email: nivyabiju2002@gmail.com
Address: Dubai, UAE, PO Box 54668



Objective

Seeking a position in the Audit, Accounts & Finance department to use my educational knowledge as an asset in the growth of the organization. Ideal environment would be professionally stimulating and will offer opportunities for career advancement.

Educational Qualification

Association of Chartered Certified Accountants - ACCA Affiliate from UK
(Affiliate Membership no.4985259) **All papers passed. AAA passed with 2nd Rank in India**

Bachelor of Commerce (Finance & Taxation) from Rajagiri College of Social Sciences, Kalamassery, Kerala, India (Mahatma Gandhi University)

Certification course (Online) from University of Illinois in Corporate and Commercial Law 1:

Certification course (Online) from West Virginia University in Forensic accounting and Fraud examination.

Project done Study on customer Perception and Satisfaction of Swiggy and Zomato.

Linguistic Proficiency: Fluent in English, Hindi, Malayalam. Basic Arabic & French knowledge

Skills: Accounting, Multilingual, Problem Solving, Time Management, Strategic Planning.

Detail-oriented, proactive, efficient & organized.

Energetic & Self-motivated with a high degree of cultural sensitivity.

Can work under pressure and meet deadlines.

Good knowledge of MS Word Excel and basic knowledge of SAP.

Driving License: Valid UAE Driving License

Good writing knowledge and excellent verbal communication, Strong analytical ability and problem-solving capability. Very good team player.

B.Com : Passed in 2023

B.com Marks Scored : A Grade, **Overall GPA 3.77** Mahatma Gandhi University (Rajagiri College of Social Sciences, Kalamassery)

CBSC Marks Scored in 12th : 92.3% (Little Flower Public School, Chalakkudy)

CBSC Marks Scored in 10th : 89.4% (Gulf Indian High School, Dubai)

Personal Details

Date of Birth: 16th November 2002,

Sex - Female, Single

Place of living – Dubai, UAE

Visa Status – Resident, Father's sponsorship

Driving License – Holding a Valid UAE Driving License

References can be produced on request.