**VARSHA**

**E-Mail**: [**varsha.378400@2freemail.com**](mailto:varsha.378400@2freemail.com)

**C/o-Phone: +971504973598**

Extensive experience in spearheading the entire **Accounting/ Operations Management/ General Management**with focus on achieving business growth objectives within a reputed organization preferably in **Dubai**

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| --- | --- | --- |
| **CORE COMPETENCIES**  **Process Enhancement**  **Client Relationship Management**  **Operations Management**  **Reporting & Documentation**  **Accounting**  **Liaison & Coordination**  **Compliance Management** |  | **PROFILE SUMMARY**   * Focused professional with**nearly2 years**of experience in **Business Operations Management, Teaching and General Management** * Working knowledge of Accounting Standards and Statutory/Regulatory Compliances; provided timely, relevant &accurate reports & analysis of organisation’s performance * **Resourceful at maintaining business relationship** with individual & corporate clients to achieve repeat / referral business along with quality product and service norms * **Possess insightful knowledge offinancial analysis**; internal and regulatory reporting; accounting operations; budgeting; forecasting that led to long-term improvements in cost savings * **An Out-of-the-Box thinker** with a flair for identifying & adopting emerging trends & addressing industry requirements to achieve organizational objectives and profitability norms * Team-based management style coupled with the zeal to drive visions into reality; excellent interpersonal skills that have facilitated effective cross-leverage of assets * Focused and goal-driven with combination of excellent commercial sense and problem-solving & analytical skills |

**Certifications**

* Tally Solutions ICAD Computer Institute in 2017
* Microsoft Office Specialist for Office Excel 2013 Institute of Computer Achievement in 2016

**ORGANIZATIONAL EXPERIENCE**

**Since Sep’17 MathVision, Singapore,as Commercial School Teacher (Economics, Business and Accountancy)**

**Key Result Areas:**

* Creating and designing course content, specifically helpful for teaching special education students
* Prescribing long and short-term goals for students based upon observing and assessing their capabilities
* Maintaining accurate records of a student’s academic performance, attendance, and social development
* Preserving a track of student progress reports
* Complying with all special education regulations
* Applying the effective employing techniques such as behaviour modification and positive reinforcement
* Preparing the required materials in the classrooms for activities
* Meeting with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development
* Implementing special educational strategies and techniques during instruction for amicably improving the development of sensory, perceptual & motor skills, language, cognition and memory
* Teaching personal development skills such as goal setting, independence, and self-advocacy

**Jan 14 - Feb 15 Sri Balaji Enterprises India Pvt. Ltd., Indiaas Operations Executive**

**Key Result Areas:**

* Monitored operational process documentation and suggested improvement system wherever necessary
* Assessed customer feedback, evaluated areas of improvements & provided critical feedback to associates on improvements with a key focus on achieving customer satisfaction matrices
* Conducted need-based plans / strategies for maximizing profitability & revenue generation for channel partner & realize organizational goals
* Mapped clients’ requirements, coordinated in developing & implementing of processes in line with pre-set guidelines
* Monitored the overall functioning of processes, identified improvement areas and implemented adequate measures to maximize customer satisfaction level
* Engaged in executing the orders & owning responsibility for the completion of the project
* Prepared documents as per the requirements & maintaining confidential work reports/legal documents

**ACADEMICS**

* M.Sc. in International Business from University of Birmingham at Singapore Institute of Management in 2017
* (ACCA) Association of Chartered Certified Accountants in 2016
* Bachler’s in Finance and Accounting from Christ University, Bangalore in 2016

**PERSONAL DETAILS**

**Date of Birth:** 31st July 1994

**Languages Known:** English & Hindi