



Riddhi Bhatt

I am a postgraduate in finance and have worked in the Account / Administrative department for 3 Years. I have learned that I enjoy working in this field and that I can prove to be a valuable asset with my skill set. .

I enjoy working with like-minded people, and I am a team player. I am a highly organized, detail-oriented person who has proven experience in setting clear goals and achieving them on time.

I am excited by the prospect of using my knowledge and passion to become a motivated member of your team.

Get in touch!

Mobile:

+971 52 62 03 123

Email:

riddhijoshi1708@gmail.com

Currently Residing:

Dubai, U.A.E

Visa Status:

Husband Sponsor Visa

Date of Birth:

17/10/1991

Religion:

Hindu

Nationality:

India

Languages Known:

English, Hindi & Gujarati

Hobbies:

Music & Traveling

WORK EXPERIENCE

Accountant

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- Email Marketing
- Shortlist CV
- Preparing Cheque
- Pay online official electricity bills of multiple locations

Accountant Cum Clerk

Smt. N.C. Gandhi And B.V Gandhi Mahila Arts And Commerce College - India |

November 2016 - January 2019

- Maintain files and records so they remain updated and easily available.
- Familiar with using office appliances such as photocopiers, printers, computers, etc
- Working with the fee collection team on overdue payments.
- Basic knowledge of MS Excel and Word
- Tracking institute expenses
- Handled Petty Cash
- Assist during Audit
- Processing refunds
- Preparing payments in cash/ cheque after verifying documentation and paying out accordingly.
- Timely and accurately enter data into accounting records.
- Analyzed and reported any differences regarding missing vouchers/ receipts.
- Cross-checking invoices with payments to maintain clarity
- Answer the phone to take messages or redirect calls to appropriate colleagues.

Strengths

- Positive Attitude
- Hard work
- Sincere Nature
- Multitasking
- Trustworthiness

Other Certificates

- Passed the Examination of CCC through DOEACC Society
- Passed the Examination of SCOPE through CAMBRIDGE UNIVERSITY
- Passed the Examination of MS-OFFICE

Academic History

Master of Business Administration - Finance SIM Bhavnagar | Gujarat Technological University

Year: 2014
CPI: 7.56 (75.60%)

Bachelors of Business Administration - Finance The K.P.E.S College Bhavnagar | Bhavnagar University

Year: 2012
Aggregate Percentage: 70.57%

Higher Secondary School Certificate Shree Swaminarayan Gurukul Bhavnagar | GSHEB (Gujarat Board)

Year: 2009
Aggregate Percentage: 74.57%

Secondary School Certificate Shree Daxinamurti Gijubhai Vinay Mandir Bhavnagar | GSHEB (Gujarat Board)

Year: 2007
Aggregate Percentage: 62%

Academic Projects

- M.B.A Sip at Axis Bank - Shihor Branch
- 2nd Year B.B. A Project at Maza Fragrance Pvt. Ltd, Bhavnagar
- Final Year B.B. A Project at Shashi Industries Pvt. Ltd, Bhavnagar

Basic Computer Skills

- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- Tally

Skills

- Accounting
- Attention to detail
- Deadline-oriented
- Confidentiality
- Time management
- Data entry management
- Basic math
- Accuracy
- Planning and organizing
- Scheduling and monitoring
- Initiative
- Teamwork
- Active learning
- Clerical knowledge
- Professionalism

Being given opportunity to work in your organization I assure you that I will give my best and will prove to be asset to the organization.

Place: Dubai

Date:

Riddhi Bhatt