



# JOYESH SADHWANI

Town Center, Al Ain, U.A.E.

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## OBJECTIVE

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience and to secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

## SKILLS

- Accounting and bookkeeping
- Team Leadership
- Business Strategy
- Microsoft Excel
- MS Office
- Stock management
- General office Administration
- Customer relationship building

## EDUCATION

+2 in Commerce

## EXPERIENCE

### ACCOUNTANT • JOY COLLECTION, MUMBAI • MARCH 21 – TO JULY 23

- Maintained robust financial records for business for regulatory reporting and taxation.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Posting account receivables payments made by cash, cheque or credit card payments.

### ACCOUNTANT AND SHOP MANAGER • INTERNATIONAL UNIFORMS LLC, AL AIN, UAE • AUGUST 2016 – TO SEPTEMBER 2020

- Used Peachtree Accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Updated Journal, Sales and purchasing ledgers on schedule and verified information against documents.
- Filing VAT returns and preparing monthly payrolls.
- Managing production as per orders requirements

### JUN. ACCOUNTANT • S.V. FREIGHTS, • AUG. 2016 – TO SEPT. 2020

- Posting purchase bills in Tally ERP. 9
- Marinating various sheets in MS excel.
- Preparing payments by verifying documents and requesting disbursements.
- Preparing petty cash accounts.

## ADDITIONAL INFORMATION

- D.O.B. - 10<sup>th</sup> August 1995
- Nationality - Indian
- Passport No. - P2131002
- Visa Status - Visit Visa

## DECLARATION

I hereby declare that the forgoing information is correct and complete to the best of my knowledge and belief