

# VIDHI PANDYA

## CONTACT

- +971 568202641
- vidhi.pandyaofc@gmail.com
- DUBAI , United Arab Emirates

## SKILLS

- communication
- Time Management
- Team Work
- Creativity
- Work Ethics

## HOBBIES

- SINGING
- DANCING
- MEETING NEW PEOPLE
- KNOW ABOUT NEW CULTURE AND NEW LANGUAGE

## CERTIFICATION

- Tally Certificate with A+ Grade

## LANGUAGES

English  
Hindi  
Gujarati

## PROFILE

Highly motivated professional seeking a challenging position as an Account Assistant or Receptionist. With experience as a Computer Data Entry Operator, I possess strong organizational and administrative skills. Committed to delivering exceptional customer service and contributing to the overall success of the organization.

## WORK EXPERIENCE

### RAM ANIMATION INSTITUTE

#### Receptionist

DEC- 2019-JULY 2020

- Delivered front of house duties with warm and professional manner
- Answered telephone calls per day, compiling detailed notes and promptly forwarding as required.
- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance.
- Kept reception area clean and neat to give visitors positive impression of the company.
- Screened and verified visitor IDs, maintaining security of personnel and office environment.
- Coordinated and facilitated internal and external company events.
- Reorganized filing system to reduce file location times.
- Operated fax machines, copy machines and other standard office equipment

### SARDAR PATEL EDUCATIONAL INSTITUTE

#### COMPUTER DATA ENTRY OPERATOR

NOV- 2020-APRIL 2022

- Performed continuous checks on data access types and file permissions.
- Ran and maintained various machines such as desktops, printers and sorters.
- Worked flexibly on shift basis.
- Collaborated with IT team to establish cycle of operations.
- Checked logging time and equipment usage regularly.
- Conducted high-volume data entry to deliver on company goals.

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## PROFILE

lerk with 1 year of exeperience in data organization, proofreading and word processing. Multi-talented in smoothly handling office administration support tasks. Team player works to support group efforts to meet critical deadlines

## WORK EXPERIENCE

### P.P.PANDYA & CO.

#### Account Assistant

June 2022-July 2023

- Processed invoices, purchase orders and other transactions.
- Successfully handled day-to-day accounts payable and receivables activities with a high degree of accuracy.
- Input sales, purchase and cash transactions.
- Meet deadlines By Managing Workload Independently
- Prepared bank deposits, checking and correcting any errors.
- Prepared client billing under guidance from billing manager

## EDUCATION

- **Master of Commerce**

**saurashtra university**

December 2016 - April 2018

- **Bachelor of Commerce**

**M.J. COLLAGE OF  
COMMERCE**

June 2013-May 2016