**disha joshi**

**Email: disharaval21@gmail.com**

**(M)-91-9662731350**

**(M)-91-8160492363**

**Career Objective:**

To enhance career development and gain professionalism within the Accounting/Finance industry by accepting and executing challenging duties, continuously developing and learning new skills, while contributing towards organisational goals.

**Education History:**

* **Diploma in Airlines & Tourism** Asia Pacific Institute Of Management, in April 14.
* **Bachelor of Commerce** from Lokmanya Commerce of College, Gujarat University, June 2013.

**Employment Narrative:**

**Rajiv Petrochemicals Pvt Ltd.( February 2021 to Till Date)**

**Ahmedabad**

**PA & Back office work**

Duties and responsibilities:

**.** **Managing diaries and organising meetings and appointments**

* **Booking and arranging travel, transport and accommodation**
* **Answering phone calls**
* **Producing documents, briefing papers, reports and presentations**
* **Devise and maintain office filing system**
* **CEO’s mediclaim, Lic, Car Insurance Check every month.**

Back Office Workresponsibilities:

**. Work on SAP software**

* **.** **Master data Creation in Customer creation form**
* **Daily Check dispatch details in Invoice listing**
* **Track stock transfer orders**
* **Order in Sales order in daily bases**

**Update Every month or quarterly in Price list as per price changes.**

**Update sheet of stock daily**

**Dharm Jewels March’ 2015 – October 2020**

**Account Officer – (Finance & Accounts)**

Duties and responsibilities:

1.Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.

2 .Receiving and processing all invoices, expense forms and requests for payments.

3. Handling petty cash, preparing bills and receipts. § Maintaining accounting records, making copies, filing documents, etc.

4. Responsible for follow up phone calls/emails and letters to track billing records, payment requests, bank statements, anything financial    that needs follow‐up, etc.

Neha Aviation

Ground Staff

Inside the airport terminal:

– Checking passengers in for flights

– Re-routing or re-booking passengers whose flights have been cancelled or delayed

– Assisting disabled passengers or those travelling with young children

– Giving passengers up-to-date information on flights

– Assisting passengers with all enquiries, including lost or delayed baggage

**Languages**

I am fluent inwritten and spoken **English, Hindi and Gujarati.**

**Computer Skills**

|  |  |
| --- | --- |
| * **Software:** * Microsoft Office Suite including Word, Excel and PowerPoint * Adobe Reader and Adobe Acrobat |  |

**Personal Details**

* **Date of Birth:** 21st July 1992
* **Nationality:** Indian
* **Marital Status:** Married

**Personal Attributes**

**Communication Skills**

I have excellent verbal and written communication and presentation skills, byworking closely with the team to develop strong people skills, interacting with people of different backgrounds.

**Teamwork**

Collaborating competently with team members, having exceptional understanding in teamwork through ensuring a mutual atmosphere, capability to construct and prolong cohesive working relationships with team members.