



KHYATI RANPURA

Ahmedabad, India 380015

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Summary

Highly motivated employee with desire to take new challenges. Strong worth ethic, adaptability, and exceptional interpersonal skills, adopt at working effectively, unsupervised and quickly mastering new skills.

Objective:

To contribute to Company's objective of maintaining client relations.

Experience:

1) Briqmort Private Limited

Accountant and Admin Head

28.02.2022 to Till date

- Supervised accounting tasks, which included accounts payable and receivable, general ledger management and expense reporting oversight.
- Handled accounting operations such as updating journal entries, pursuing collections and reconciling accounts.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Oversaw cash flow, controlled costs and financial matters.
- Verified and posted account transactions to prepare checks and maintain accounting ledgers.
- Managed payroll processing and changes for 15 employees.
- Evaluated and approved billing invoices and expense reports to monitor and ensure cash flow and cost containment.
- Reconciled and reviewed operations databases and accounting system records to calculate and determine accurate monthly revenues.
- Checked payroll, vendor payments and other accounting disbursements for accuracy and compliance.

Academic Qualification:	
Gujarat Secondary & Higher Secondary Education Board.	Murlidhar high school, Rajkot, Gujarat, India. Gujarat board, With distinction (71.43%). March 2008.
Common Proficiency Test (CPT)	Institute of Chartered Accountants of India. Marks: 104/200 June 2009.
Graduation – B. Com	Sadguru home science and commerce College, Saurashtra University Rajkot Gujarat. Distinction 71.43% March 2008.
Post Graduation Diploma in Computer Science and Application	Saurashtra University, Rajkot Late M.J.K Mahila Arts & Commerce College March 2012
Other Skills	<ul style="list-style-type: none"> - Tally Prime - M S Office - Organizational Skills - Data Management - Relationship Building - Friendly, positive attitude

Personal Details

Date of Birth: 22th December, 1990
Nationality: Indian
Age, Sex, Marital Status: 33 years, Female, Married.
Languages: English, Gujarati, Hindi.
Hobbies: Dance and Rangoli.

Date: 09/06/2023

Place: Ahmedabad

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