

KHATIJABANU RADHANPURI

RADHANPURIVAD,DHOLKA,.AHMEDABAD,GUJARAT 382225|(H)+919898037809

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Professional Summary

Goal –oriented Hero fincorp ltd dedicated to high levels of customer satisfaction and meeting aggressive business goals. Customer satisfied and work planning with specialized knowledge in preparation and delivery.

SKILLS

Accounting

Time Management

Judgment and decision making

Complex problem solving

Computer and electronics

Personnel and human resources

Sales and marketing

EXPERIENCE

STARAUTO MOBILES –ACCOUNTANT

STARTING DATE-01/05/2013 TO 01/04/2015

HERO FINCORP LTD- KELLY SERVICE_MUMBAI

FINANCE SALES EXECUTIVE –AHMEDABAD,GJ

Starting date-04/04/2015 to still continue

Set up and manage paper or electronic filing systems, recording information, updating paperwork ,or maintaining documents, such as attendance records,correspondence or other material.

Reviewed detailed analyses of fixed asset general leadger accounts and depreciation expenditure on a monthly,quarterly and annual basis.

Prepared monthly financial reports.

Schedule and confirm appointments for client,customers,or supervisors.

Arrange conference meeting ,or travel reservations for office personnel.

Provide services to customers ,such as order placement or account information.

EDUCATION

Bachelor of commerce

Gujarat university-ahmedabad,gj

Diploma in software management

lant -institute of advance network technology-ahmedabad,gj