**Riya R Ramchandani**

Mobile Number :9157390446

Email Id : riarocksrj@gmail.com

# ***Career Objective:-***

TO CONTRIBUTE IN FIRM’S PROGRESS WITH MY SKILLS

# ***Technical Skills:-***

* Good Knowledge of Tally ERP 9,Amisys 6.2
* Worked with Ms Excel and Ms Office
* Worked with Ms Powerpoint and Ms Word

# ***Educational qualifications:-***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **School/College** | **Board/University** | **Year**  **of**  **passing** | **Result** |
| **Mcom** | EXTERNAL | GU , Gujarat | Aug,2021 | 60% |
| **Bcom** | N.V Patel | GU , Gujarat | May,2019 | 60% |
| **H.S.C.** | K.G.K | GU , Gujarat | Mar,2016 | 60% |
| **S.S.C.** | M.D | GU , Gujarat | Mar,2014 | 62% |

# ***Hobbies & Interest:-***

* *Reading*
* *Dancing*
* *Getting knowledge on personality development*

***Experience***

* Total 4.5 Years Experience in Accounting (Tally Erp 9)
* I am working as Accountant and Hr Assistant in RV Enterprises since last 1 year
* I have worked 2.5 years in Kmohit (Tally Erp 9 and Amisys)
* I have worked 1 year in Dsons
* Record day to day transactions
* Record manual entries in books
* Preparing balance sheet and outstanding list of creditors and debtors
* Doing purchase and sales entries
* Maintain bank reconciliation statements
* Communicating with clients for payments
* Prepare gst reports

***Personal details:-***

Name : Riya Ramchandani

*Address:D-12,Navjeevan soc,sahijpur bogha,*ahemdabad*(382345)*

D.O.B: 25.6.1999

*Nationality:Indian*

Religion:Hindu

Languages : Hindi,Gujarati,English,Sindhi