## Vrunda J Vadodaria

**PERSONAL INTRODUCTION**

As a current Account Executive, I’ve not only gained experience in client relations; I’ve excelled in my field. I am personally ranked in the top five for account executives in the company. I’ve also achieved a close, yet professional relationship with my clients. I understand how important that is in your business, especially in your particular industry.

I understand how an account executive works when it comes to business development and managing client expectations. I think you would find I would manage those relationships with ease. I’m also experienced in prospecting for new business and have no problem “asking for the Priority.” I think that I would directly benefit your company as I would be able to grow existing accounts

Lastly, I’m a numbers person. That means I would manage budgets accurately and keep campaigns on track through the experience and knowledge gained over my professional sales career. I am attaching my resume and I look forward to hearing from you soon

**PROFESSIONAL EXPERIENCE**

APT Business Services 2016 till date

* Create financial reports and supported all areas of responsibility within a 5 person finance team
* Manage a $350,000 budget, with a reduction of costs totaling 15% over two years
* Analyze, examined, and interpreted records, compiled financial information, and reconciled reports and financial data
* Perform process analysis, and communicated recommendations to management
* Handling the investments for the Clients.
* Preparing Final reports of Revenue Generation
* Process journal entries and perform corrections to ensure accurate records  
  Forecasted losses and earnings using quantitative/qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
* Adhered to departmental controls and regulations maintain ethical conduct at all times
* Finalizing payroll for the Clients
* Worked for directors Credit Card Reconciliations and their Investments
* Prepared year ends, working papers ,and Audit Packs
* Prepared Minutes and agendas as per the Client's Request
* Preparation of Active lots Report.

**EDUCATION**

**Gujarat University - 2016**

**M.com (Accounts and Auditing)**

**ACCA - UK**

ACCA

**ADDITIONAL SKILLS\***

Knowledge of Quick Books ,SAGE and all Microsoft Office Applications, Xero, BC Max, MYOB

* Excellent communication skills, and ability to present complex information in an easy to understand format
* Good at Team working, Customer care ,Time management
* Awarded as an employee of the Month for 2 times.