



CONTACT

✉ richi.gautam91@gmail.com

☎ +91 9999242646

📍 Rohini sector-16, New
Delhi-110085

EXPERTISE

- BUSY
- R2R
- MIS
- TALLY
- SAP
- EXCEL (VLOOKUP, PIVOT)
- GENERAL ACCOUNTING

RICHI

ACCOUNTS- SALES

Actively seeking an opportunity to integrate into the team, where I will be able to learn and share my own experience for the general advancement of the company's programs. To achieve a challenging position in organization where growth prospects are unlimited and excel in promotion activities that demand the best of my professional abilities, technical and analytical skills.

--

WORK EXPERIENCE

6YRS EXPERIANCE IN PROPRIETORSHIP: GANDHI AGENCIES

RECONCILIATION
PREPARING INVOICE
GENERAL ACCOUNTING
JOURNAL ENTRIES
ACCOUNTING (BUSY & TALLY)

WORKED AS ACCOUNTS-SALES FROM MAY 2022- OCTOBER 2022

AT VARUN BEVERAGE LIMITED, A PLANT OF
PEPSI CO. PVT LTD. WORKING ON R2R & MIS.
(WORKED ON SAP AND COMPILATION ON
EXCEL)

--

EDUCATION

B.A. DELHI UNIVERSITY.

**DIPLOMA IN FINANCIAL
ACCOUNTS.**

12 TH FROM CBSE BOARD

10 TH FROM CBSE BOARD