

RESUME

ANADA JUHI DIVYESH

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Career Objective

To employ my knowledge in the field of Accounts, Finance, Audit, Costing with the intention of securing a professional career with opportunity for challenges, while gaining knowledge of new skills and expertise.

Key Skills

- Basic Knowledge of Accounting, Auditing and Finance Management
- Internal Audit and Budget Preparation
- Good communicator and a good team player
- Good at interpersonal skills and adaptable to different situations instantly

WORK EXPERIENCE

Bella Jewellery – Dubai - UAE

Accounts Assistant – January-22 – June-22

- Day to day accounting for purchase, sale transactions.
- Cash & bank transactions and business expenses entry in Gold Accounting system- Suntech Software.
- Ensuring correct calculation is done while preparing invoices and collecting payments from customers.
- Routine Admin work management.
- Exports and Imports bill booking and data upload in government portal.
- Accounting for Accrual & Payment of Salary and other office expenses.

SHREE PADMAVATI RESIDENCY PRIVATE LIMITED (INDIA)

Accounts Assistant

June' 2015 – Dec' 2016

(Shree Padmavati Residency was involved in construction of residential apartments and commercial complex at Ahmedabad; it also had significant investment in Equity Shares).

- Day to day accounting for purchase, sale cash & bank transactions and expenses in Tally ERP system.
- Accounting for Purchase and Sale of Investments.
- Accounting for Payment of Salary.

Education			
Particulars	Completion Year	Regulatory Body	Remarks
MBA – Finance	June 2017	Jaipur National University	(1 st Attempt)
Cost & Management Accountancy (CMA / CWA)			
CMA – Inter Group – I	June 2010	ICWAI / ICMAI	(1 st Attempt)
CMA – Inter Group – II	Dec 2010		(1 st Attempt)
CMA – Final			To be appeared
Graduation:			
B.Com – M.S. University - Baroda	April 2009	M.S. University	
Computer Skills			
<ul style="list-style-type: none">• MS Word, Excel, Power Point and basic internet operating knowledge• Computer Training from ICWAI Institute• Good exposure to Tally			

Personal Details	
• Name	Juhi Divyesh Anada
• Gender	Female
• Nationality	Indian
• Marital Status	Married
• Languages Known	English, Hindi, Gujarati