**NETRI DESAI**

**CONTACT NO.: (+1) 705-988-5213 | E-MAIL:** [**netridesai2001@gmail.com**](mailto:netridesai2001@gmail.com)

**OBJECTIVE**

Highly driven and Passionate individual with hands on experience of accounting practices currently seeking an admission in Professional Accounting Practice Program offered by Cambrian college in order to understand global accounting Standards, Policies and successfully establish myself in the field of accounting and finance.

**EDUCATION**

**Cambrian College of Applied Arts and Technology MAY2023-APR2024 (Present Year)**

Professional Accounting Practice course

**Veer Narmad South Gujarat University JUN2019-APR2022**

Bachelor of Commerce

**WORK EXPERIENCE**

**CA Bhavesh Saraiya & Co JAN2021-FEB2023**

**Assistant – Account Department**

* Proficient in administering accounts payable functions to maintain current and precise financial records.
* Proficient in maintaining a list of accounts payable and tracking the due dates and amounts outstanding.
* Experienced in upholding the confidentiality and security of all financial documents related to accounts payable.
* Experienced in identifying the relevant department or personnel for invoice approval and obtaining required authorizations for payment.
* Utilize spreadsheets and database tools to assist in financial record keeping
* Proficient in liaising with vendors and cross-functional teams to gather information and resolve issues.

**CA Bhavesh Saraiya & Co JULY2020-JAN2021**

**Intern**

* Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
* Assist in preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
* Ensure that all clients receive their financial statements on time.
* Assist with the balancing of the office/department budget.
* Assist in Administration work.

**SKILLS**

* Effective Communication Skill
* Proficient in Microsoft Office: Microsoft word, Excel and Power Point
* Critical thinking and Problem solving abilities
* Team Management and Leadership