

# VISHRUTI KAMLESHBHAI GOHEL



## EXPERIENCE

### D. Mart

11/01/2019 - 26/07/2019

SA

### Harikesh Hardware

01/08/2019 - 31/07/2021

Executive Administrative Assistant

- 1. Doing administrative and clerical tasks (such as scanning or printing)
- 2. Preparing and editing letters, reports, memos, and email
- 3. Answering phone calls and taking messages
- 4. Maintaining folders on servers
- 5. Tracking petty cash
- 6. Covering reception

### Jewellery Showroom

16/08/2021 - 21/11/2021

Jr. Accountant

- 1. Update accounts receivable and issue invoices.
- 2. Act as backup accounts payable.
- 3. Reconcile ledgers monthly and quarterly.
- 4. Month-end and year-end closing.
- 5. Work under the supervision of a Senior Accountant.
- 6. Assist in completing audits.
- 7. Generate reports of financial status information.
- 8. Filling and tallying monthly invoices.
- 9. Assisting senior accounting team members in auditing.
- 10. Ewaybill generation duties.
- 11. Statement management.
- 12. Maintaining bank records and bank entries.
- 13. Drafting monthly ledgers and reports.



## CONTACT

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Sarvodaya Society No. 4, Near Aahir  
Chowk, Rajkot - 360002



## SKILLS

Database management → Familiarity with photocopiers, scanners, and printers → Accurate data entry → Editing and Proofreading → Billing and record-keeping → Verbal and written communication skills → Multitasking abilities → Administrative skills → Familiarity with specific software programs, like Microsoft Office → Attention to detail → Research and analysis → Attention to detail → Phone Etiquette



## LANGUAGES

English Hindi Gujarati

## IT/Media company

26/12/2021 - 07/09/2022

### Social media manager

1. ● Content marketing
2. ● Digital marketing
3. ● Microsoft Office
4. ● Social media Analytics
5. ● Participate in all forms of marketing activities, including social media and content creation
6. ● Post content on social media based on the provided social media calendar
7. ● Worked with marketing team members to create campaigns that resonate with corporate agendas
8. ● Oversaw photo posts across numerous platforms, including Facebook, Instagram and Twitter
9. ● Partnered with associates to create posts and choose hashtags for campaigns
10. ● Provided input on the direction of campaigns, including making content and distribution suggestions



## EDUCATION

### Smt. Ksn Kansagra Mahila College

2020

B. Com  
First Class



## INTERESTS

Photoshop, Music, Dance, Reading, Video editing