### 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.
- 0. Ewaybill generation duties.
- ■1. Statement management.
- 2. Maintaining bank records and bank entries.
- ■3. Drafting monthly ledgers and reports.

- CONTACT
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# **SKILLS**

Database management →
Familiarity with photocopiers,
scanners, and printers → Accurate
data entry → Editing and
Proofreading → Billing and recordkeeping → 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

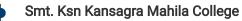
#### IT/Media company

#### 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
- Provided input on the direction of campaigns, including making content and distribution suggestions

### **EDUCATION**





B. Com First Class

# INTERESTS

♦ Photoshop, Music, Dance, Reading, Video editing