

RITU MISHRA

CONTACT NO: +91-9328864474 **E-mail:** ritumishra260@gmail.com

Career Objectives:

- To work in environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Skills:

- Microsoft Office
- Tally ERP 9 & Prime Accounting

Experience:

- Omori Multi Pack Pvt. Ltd, Savli
Purchase Executive (April 2021-April 2022)

Evaluating Vendors, Preparing Report, Negotiating Contract, Tracking orders and ensuring timely delivery, Preparing a report on purchase, including cost analyses, Entering order details in internal database, delivering information and invoices.

- The Humble Homes LLP, Vadodara
Purchase Assistant (April 2022- Nov 2022)

Maintain strong working relation with vendor, review purchasing agreement with vendors and maintain open lines communication with those vendors, compare product deliveries with issued purchase orders and contact vendors when there are discrepancies.

- Cube Construction Engineering Ltd, Vadodara
Jr. Accountant (Nov 2022-Till Now)

Posting journal entries, maintaining accounts receivable and accounts payable, updating financial statements & also handle personal accounts.

Education:

Degree/Course	Institute/College	University/Board	Percentage	Passing year
Bachelor of commerce	The M.S. University	The M.S. University	53%	2020
H.S.C.	Vidyakunj High School	Gujarat Secondary & Higher secondary Education Board	52%	2017
S.S.C.	Vidyakunj High School	Gujarat Secondary Education Board	60%	2015

STRENGTHS:

- Trustworthiness
- Discipline
- Patience
- Respectfulness
- Dedication

HOBBIES:

- listening music
- Reading
- Cooking

PERSONAL DETAILS:

- Address: A-1, Deep Jyoti Duplex, Opposite Gujarat Tractor, Mujmahuda,Vadodara-390011
- Date of Birth: 12/03/1999
- Gender: Female
- Nationality: Indian
- Marital Status: Single
- Languages Known: English, Hindi, Gujarati

DECLARATION:

- I hereby declare that information given above is correct and true.

RITU MISHRA

