



# RICHA ANAND

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## Summary

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An entry level CNA with a background in management and accounting. Knowledgeable and compassionate to deliver high-quality care to individuals while protecting patient safety.

## Skills

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- Basic Life Support Certified
- Grooming and bathing assistance
- Collecting vital signs
- Preparing meals

## Experience

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TravelCue Management Limited INC. |  
Orlando, FL  
**Executive Accountant**  
03/2019 - 02/2020

- Processed bank reconciliations and financial reports to verify practice of proper due diligence.
- Generated profit and loss statements to detail company's revenues and expenses.
- Established complete accounting structures, processes and controls to meet business requirements.
- Organized expense reports to track and report expenses on business-related trips.

7-Eleven | Orlando, FL  
**Store Manager**  
10/2018 - 03/2019

- Updated store pricing, signage and merchandising based on current promotions.
- Processed shipments and maintained stock shelf organization.
- Delegated work to employees based on shift requirements, individual strengths and unique training.
- Reorganized sales floor, changing product layout to optimize customer flow and improve product visibility.

## Education and Training

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Southern Technical College | Orlando, FL  
**Certified Nursing Assistant Certificate**  
12/2019

Thakur College of Science & Commerce | Mumbai  
**Bachelor of Arts** in Commerce  
03/2014