



# RIYA BHATT

SENIOR ACCOUNTANT

Bur Dubai United Arab Emirates, Dubai, United Arab Emirates

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rvbhatt1995@gmail.com

## LANGUAGES

ENGLISH

GUJARATI

HINDI

## ABOUT ME

- Seasoned senior accountant with expertise in financial analysis, compliance, and team leadership. Skilled in optimizing processes, ensuring accuracy, and driving business growth. Strong attention to detail and a commitment to professionalism.
- Creative thinker, Self-Motivated, Open to new experiences & willing to seek challenges
- Selling Skills & good socializing and networking skills

## PERSONAL DETAILS

**Nationality**  
Indian

**Visa status**  
Have 2 years of Work visa

## WORK EXPERIENCE

**MILESTONE BUSINESS VENTURES LLP**  
Mumbai  
Jul 2015 - Sep 2020

- **Accountant**
  1. Bookkeeping: Proficiency in bookkeeping tasks, including accounts payable and receivable management, invoicing, payroll processing, and expense tracking. Knowledge of accounting software, such as QuickBooks or Xero, is often required.
  2. Taxation: Familiarity with tax laws and regulations, and experience in preparing tax returns, ensuring compliance with tax requirements, and handling tax-related inquiries or audits.
  3. Audit Support: Experience in assisting with internal or external audits, including preparing audit schedules, providing necessary documentation, and addressing audit inquiries or findings.

**SPARCHEM**  
Mumbai  
Mar 2022 - Jan 2023

- **Senior Accountant**
  1. Financial Reporting: Demonstrated experience in preparing and analyzing financial statements, including balance sheets, income statements, and cash flow statements.
  2. Auditing: Experience with internal or external audits, including coordinating audit processes, ensuring compliance with accounting standards, and resolving any issues or discrepancies identified.
  3. Software Proficiency: Strong proficiency in accounting software and enterprise resource planning (ERP) systems such as SAP, Oracle, QuickBooks, or other similar platforms.

**GUJRAT STAR FOOD STUFF LLC.**  
Dubai  
Feb 2023 - May 2023

- **Accountant & Sales Executive**
  - Handling financial records,prepare financial statements and ensures compliance with tax laws and regulation.
  - Generating sales leads.

## EDUCATION

**MUMBAI UNIVERSITY**  
Mumbai  
2016

- **Bachelor of Commerce**  
Major courses:Financial Accounting,Business LawFinancial Management,Taxation

**SAURASTRA UNIVERSITY**  
Rajkot  
2021

- **Master of Commerce**  
Major Courses:Advanced Financial Accounting,Strategic Management, Corporate Finance

## SKILLS

RESEARCH

COMMUNICATIONS

SALES

INTERPERSONAL COMMUNICATIONS