



# RIYA BHATT

SENIOR ACCOUNTANT

Dubai United Arab Emirates, Dubai,  
United Arab Emirates

+971501740153

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 Law, Financial Management, Taxation

**SAURASTRA UNIVERSITY**  
Rajkot  
2021

#### Master of Commerce

Major Courses: Advanced Financial Accounting, Strategic Management, Corporate Finance

## SKILLS

RESEARCH

SALES

COMMUNICATIONS

INTERPERSONAL COMMUNICATIONS