



RIYA DWIVEDI

ACCOUNTANT

CONTACT

- +971-564738164
- riyadwivedi1234@gmail.com
- Meena Bazar, Bur Dubai

EDUCATION

- PG Diploma in Accountancy with Computerized Account & Taxation
2018-2019
GOVT. POLYTECHNIC - LUCKNOW
INDIA
- Bachelors in Science (Maths)
2009-2012
C.S.J.M UNIVERSITY - KANPUR
INDIA

SKILLS

- Reconciliation of accounts
- Tax compliance and preparation
- Financial analysis and reporting
- Cash & Cheque Management
- Ledger, TB, P&L, BS
- Stock Management
- Tally ERP Software
- MS Word, Excel & Email

LANGUAGES

- English
- Hindi

VISA STATUS

- Visit

PROFILE

Experienced accountant proficient in financial analysis, reporting, and budgeting. Skilled in reconciling accounts, preparing financial statements, and ensuring compliance with regulatory standards. Detail-oriented with a strong aptitude for problem-solving and optimizing financial processes. Excellent communication skills for liaising with clients and stakeholders. Dedicated to accuracy and efficiency in all aspects of accounting.

WORK EXPERIENCE

- New Way Enterprises** 2021-2024
Lucknow - India
Accountant
 - Handle all financial matters within company like keeping and interpreting financial Records.
 - Manage all Sales and Purchase vouchers, invoices related to company.
 - Handle all Bank reconciliation statement and Company ledger.
 - Provide Certificate of conformity (COC), management facility services.
 - Presenting financial reports & findings to management & board of Directors.
 - Collaborating with various departments to support Financial objectives.
- Internship - Chartered Accountant** 2020-2021
Lucknow - India
Internship
 - Learn and assist with accounting functions, including preparing the accounting and performing daily operations for various areas. include accounts payable, accounts receivable, supplier management, cash, expenses and credit card reporting.

REFERENCE

Amar Deep Dwivedi

BSCT LLC - Dubai (UAE)

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