



# 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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