

# RIYA JADHAV

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## PROFILE

To work with an organization where i can learn new skills and increase my abilities for the organization goals as well as myself.

## WORK EXPERIENCE

### R R Construction

May 2024 - Aug 2025 ( 1.5 years )

#### *As an account Executive*

- Handled monthly labor billing operations Prepared processed statements and quotations of complete work including GST Taxes & TDS.
- Utilized Microsoft excel and word to create financial reports .
- Handling daily financial transactions with more in-depth accounting tasks.
- Managing cash drawers, making change, and reconciling daily transaction.
- Utilizing accounting software ( Rujul ,CRM etc.) and Microsoft Office Suite (Excel, Word, etc.).
- Managing accounts payable and receivable.

## COMPUTER SKILLS AND COURSES

- Certificate in advance Accounting (CAA)
- Certificate in virtual International Conference (Presented a Research Paper).
- Certificate Course in Retail Management.

## QUALIFICATION

***Graduation Complete from Mumbai University***

**2024-2025**

Bachelor of Commerce (B.com)

## ADDITIONAL INFORMATION

- Date of Birth- 20/03/2005
- Nationality- Indian
- Marital Status- Single

## SKILLS

- Billing Management
- Communication skills
- Problem solving