

RIYA BAJPAI

ACCOUNTS EXECUTIVE

CONTACT

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SKILLS

Technical Skills

Tally software
Invoicing and Billing
Compliance

Soft Skills

Attention to Detail
Process Improvement
Microsoft Excel Proficiency

COURSES

Japanese Language Proficiency Test (JLPT N5)

PROFILE

Dedicated and detail-oriented Accounts Executive with a proven track record in financial management in a Japanese company. Skilled in handling invoicing, accounts receivable and payable, financial reporting, and ensuring regulatory compliance. Adept at process improvement and maintaining accurate financial records.

WORK EXPERIENCE

Accounts Executive

2020-Present

- Manage daily financial transactions, including record-keeping and processing AP/AR, timely payments, and prepare invoices.
- Oversee daily financial operations, including reconciling bank statements and preparing financial reports.
- Ensure accurate disbursement of salaries by handling payroll processing.
- Maintain detailed documentation of petty cash transactions.
- Organize and provide necessary documentation to facilitate financial audits.
- Handle overseas transactions.
- Directed daily financial operations, ensuring seamless financial workflows and adherence to accounting standards.
- Prepare Internal financial reports for internal and external stakeholders and management.
- Execute internal audits with accounting staff.

LANGUAGES

English
Japanese
Hindi

EDUCATION

Bachelor In Commerce

Maharaja Agrasen College, Delhi
2016-2019

Financial Education Certification Examination

The National Institute of Securities Markets (NISM)
Currently Enrolled