

# RIYA OCHANI

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## WORK EXPERIENCE

- **Reservation & Operations Executive , Rida International UAE Destination Management Company, , United Arab Emirates(Nov 2019 to Aug 2020)**
- **Sales Co-coordinator Later promoted to Reservation Department Contract Basis , Holiday Souq Travel LLC- Travel Agency , UAE, , United Arab Emirates(Feb 2019 to Nov 2019)**
- **Accounts Assistance ( Receivable & Payable ), Wanderlust Travel LLC – Travel Agency – UAE, , United Arab Emirates(Jul 2017 to Feb 2019)**
- **Accounts Assistance ( Junior Accounts ), Right Time Trading LLC – It Products Company - UAE, , United Arab Emirates(Jul 2016 to Jul 2017)**
- **Assistance To the Manager , Rose Furniture , Furniture Manufacturing Company , India, , India(Nov 2015 to Jun 2016)**
- **Junior Accountant , Jeans Manufacturing Company , India, , India(Jan 2012 to Nov 2015)**
- **Receptionist & Administration, P.K Marketing , Food and Beverages Company – Liquor Industry (India), , India(Jan 2009 to Dec 2011)**
- **Customer Representative, Reliance Life Insurance, Insurance Company (India), , India(Jun 2007 to Nov 2008)**

## EDUCATIONAL BACKGROUND

- **CENTRAL BOARD OF PUNE UNIVERSITY S, , HIGHER SECONDRY COLLEGE , 0,**

## SKILLS

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## PERSONAL BACKGROUND

° **Birthday:** - 1983-09-14