

## Curriculum vitae

### RIYA OCHANI



#### CONTACT

[riyadxb2020@gmail.com](mailto:riyadxb2020@gmail.com)

971 523435027

AL FAHIDI METRO , BUR  
DUBAI

In:

<https://www.linkedin.com/in/riyaochani-47774b161>

#### PERSONAL DETAILS

DOB : SEPTEMBER 1983

NATIONALITY : INDIAN

EDUCATION : HIGHER

SECONDRY COLLEGE

CENTRAL BOARD OF PUNE

UNIVERSITY

#### SKILLS

Team Management  
Relationship Development  
Operations Improvements  
Multi Task Management  
Accounts Payable &  
Receivables

#### INTERESTS

Reading Newspapers  
Music  
Explore New Things  
Travelling  
Collecting Currencies of Diff  
Countries

#### OBJECTIVE

*To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges*

#### WORK EXPERIENCE

**Rida International – Destination Management Company , UAE**

**POSITION : Reservation & Operations Executive**

**DURATION: Nov 2019 to AUG 2020 ( Due To Covid-19)**

#### **Duties & Responsibilities**

- Implemented professional sales presentations to creatively communicate Service quality and market comparisons.
- Handling B2B (Business To Business Market) & B2C (Business to Customer Market) for Inbound Tours within Dubai.
- Handling Inquiries and Making Quotations for Indian Agents & Clients.
- Participating in networking events to meet and discuss service offerings with potential clients.
- Handling MICE Groups (Meeting, Incentive, conferences, and Exhibitions) for Various Corporate Groups from India.

**Holiday Souq Travel LLC- Travel Agency , UAE**

**POSITION: Sales Co-coordinator Later promoted to Reservation Department**

**DURATION: 06 MONTHS - Contract Basis Feb 2019 to Nov 2019**

#### **Duties And Responsibilities**

- Preparing All the sales Invoices for visa departments/ Outbound packages / Inbound Packages and Ticketing
- Review all the Invoices for Appropriate Documentations and Approval Prior to payment.
- Match invoices with cheque , Obtain signatures on cheques and distribute cheque to suppliers
- Respond to All Supplier & Customers Inquiries
- Updating the sales Information's Records.
- Matching the supplier invoices against the service order and booking the supplier in the system.
- Supporting the sales Manager in reconciling the customers' Accounts.

**Wanderlust Travel LLC – Travel Agency – UAE**

**POSITION: Accounts Assistance ( Receivable & Payable )**

**DURATION: 1.5 YEARS and 02 months - July 2017 to Feb 2019**

**Duties & Responsibilities**

- Payment follow up from the customers
- Sending the invoices to the customers if required so that they process the payment.
- Sending reminder letters and emailing statements to customers.
- Use to work on the customers listed in the ageing report provided by the team leader.
- Monitors collections of accounts receivable, issues statements of accounts and Communicate with clients regarding unsettled balances.
- Preparing weekly and monthly Outstanding reports
- Maintaining contacts with clients to ensure invoices are clear for payments
- Assists the Accounts payable accountant regarding reconciliation of Supplier statements, and correcting Discrepancies.
- Posing payment to the debtors accounts
- **Others Duties & Responsibilities**
- Handling visa department for follow up and checking visa status day to day
- Assisting the sales departments in Generating the sales
- Assisting the Air Ticketing staff in online ticket booking

**Right Time Trading LLC – It Products Company - UAE**

**POSITION: Accounts Assistance ( Junior Accounts )**

**DURATION: 1 YEARS July 2016 to July 2017**

**Duties & Responsibilities**

- Handling Office Administrative works on daily basis
- Marinating Stocks of all the Goods Items Like (Projectors, Screens, Laptops, and Modules.)
- Handling Day to Day Petty cash and assisting to Accounts Manager
- Preparing Debtors and Creditors Reports monthly and weekly basis
- Preparing sales and Purchase Invoices in Tally ERP 9 Software
- Following up payment dues with the Client's
- Preparing Cheque for sundry Creditors with matched Due Invoices
- Co-coordinating with the sales manager for monthly sales Targets for sales Executive's wise

**Rose Furniture , Furniture Manufacturing Company , India**

**Position : "Assistance To the Manager "**

**Duration : 08 Months Nov 2015 to June 2016**

**Duties & Responsibilities**

- Inspect account books and accounting systems to keep up to date in Tally. ERP 9
- Handling Petty Cash & Cash Book.

- Handling the entire operational work of office.
- Responsible for all sort of work which is going towards Company.
- Handling all the Manufacturing of the Products Such as ( Chairs , Tables , Office Equipment's , Sofa's , Sofa cumbed , and many more Products )
- Maintaining all the stock of the Furniture Products with BARCODE system
- Handling all the Purchases of production From china
- Handling all the Customs Duties work while purchasing Products from china

**Jai Traders, Jeans Manufacturing Company , India**

**Position : "Junior Accountant "**

**Duration : 04 Years Jan 2012 to Nov 2015**

**Duties & Responsibilities**

- Handling Purchase bills entries of Garments in suppliers Ledger
- Giving Instruction to the Line Supervisors
- Analysis of Quality of Garments Products
- Looking Job work such as ( Printing / Embroidery / Garments Dying ECTS )
- Maintaining and recording cutting and fabric consumption
- Preparing packing list and forward it respective merchants / Production managers
- Maintaining all the stocks with BARCODE system

**P.K Marketing , Food and Beverages Company – Liquor Industry (India)**

**Position : "Receptionist & Administration"**

**Duration : 03 Years Jan 2009 to Dec 2011**

**Duties & Responsibilities**

- Attending the call from an association for outstanding.
- Reports given to the boss of our daily work & monthly work .(sale, collection, outstanding)
- Maintain debit/credits notes of outstanding.
- Prepare all the monthly and Daily reports of salesman's wise such as (sale , collection, outstanding)
- Maintaining Purchase and sales Files Accordingly
- Handling all the Purchase Invoices and maintaining in to Files
- Handling all the sales Orders From the clients area wise

**Reliance Life Insurance, Insurance Company (India)**

**Position: "Customer Representative"**

**Duration : 1.5 Year June 2007 to Nov 2008**

**Duties & Responsibilities**

- Contact businesses and private individuals by telephone to promote services.
- Deliver scripted sales pitch to the customer.
- Conduct customer and marketing surveys.