

# Priya Tangriya

## Senior Accounts Manager



2 Years 3 Months



(+91) 9310805164



official.15priya@gmail.com



## Key skills

- Account Management
- Salary Processing
- Cash Handling
- Cash Flow
- Banking Operations
- Excel Sheet



## Personal Information

City **New Delhi**  
Country **INDIA**



## Languages

- english
- english



## Profile Summary

senior accountant with 2 years of experience supporting accounting terms in financial planning and management. Well-versed in preparation and completing complicated calculation and verification in invoices. commended for excellent communication and collaboration skills to complete assigned tasks.



## Education

**B.Com, 2024**

Rajdhani College, Delhi

**12th, 2021**

CBSE, English

**10th, 2019**

CBSE, English



## Work Experience

**Oct 2024 - Present**

Senior Accounts Manager  
**Skytech Aviation Pvt Ltd**

senior accountant manager

Viewed all cash inflow and outflow of cash day to day .

Prepared proper excel sheet of all tranfers and transaction

Prepared day end collection report

Bank reconciliation process

Worked with payroll department

Provide salary of staff of all branches

Prepared reports of online and offline transaction collection sheet on daily and monthly basis.

**Aug 2022 - Jan 2024**

Accountant  
**Frameskraft.com**

Prepared proper excel of all necessary expenses and transaction.

Successfully managed accounts payable and receivable,

Bank related work cash deposit work