

Riddhi Panchal

5196548224 • riddhipanchal2001@gmail.com

SUMMARY:

A highly motivated and detail-oriented business management professional specializing in customer service and retail management. With over five years of diverse experience across accounting, production, and logistics, I am skilled in inventory management, invoicing, data analysis, and customer service. Seeking to leverage my experience and knowledge in a dynamic and growth-oriented role in business management.

WORK EXPERIENCE:

Sales Representative

Oct.2025 to Dec.2025

Santas 's Gift - Kitchener, ON

- Engaged with customers to promote and sell variety of holiday ornaments, table tops, and stockings.
- Customized ornaments by personalizing names in different fonts to enhance customer satisfaction.
- Developed strong relationships with clients, ensuring a memorable shopping experience at Santa's Gift.

Senior Accountant

June 2025- Oct. 2025

Challenger Motor Freight Inc. - Cambridge,ON

- Receive and review incoming vendor invoices and support documentation via email for accuracy and completeness.
- Accurately index and categorize received documents in accordance with company procedures and filing systems.
- Process vendor invoices in the accounting system, ensuring timely and accurate data entry and compliance with internal controls.
- Respond promptly and professionally to general inquiries from internal departments and external vendors regarding invoice status or payment information.
- Perform a variety of administrative tasks and provide general support to the finance team as needed.

FC Associate L1

Sept. 2024- August 2025

Amazon -St Thomas, ON

- Focused on ensuring efficient and accurate order fulfillment within a fast-paced warehouse environment.