
Japkirat Singh

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Summary

Knowledgeable Accounting Assistant training in accounting processes and procedures. Motivated to keep records current and accurate to maintain sound financial systems. Detail-oriented and methodical with strong analytical and communication skills. Detail-oriented Accounting Assistant bringing 2.5 years of experience in the accounting landscape. Skilled in account management, expense reports and invoice reconciliation. Hard-working and proactive with solid foundation of trustworthy and dependable performance.

Skills

- Month-end documentation
- GL reconciliation
- Bookkeeping operations
- Collections and invoice processing
- Payroll processing
- Data collection and sampling
- Corporate tax preparation
- Payroll operations

Experience

ACCOUNTING ASSISTANT | 12/2018 to Current

Manjas Corporation - Fremont, CA

- Calculated and determined accurate monthly revenues by reconciling and reviewing operations databases and accounting system records.
- Calculated taxes owed, prepared tax returns and made prompt payment to adhere with IRS regulations.
- Reconciled all expenses and accounts, including company credit cards and expense accounts.
- Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy.
- Organized and maintained financial records for company earning approximately \$500,000 annually in net income.
- Prepared weekly payroll for team of salaried and hourly employees.
- Maintained account books and accounting systems with accuracy by entering data precisely and proofreading.
- Supported efficient accounting operations with high-quality administrative support.
- Tracked income and expenses for business using quickbooks.

ADMINISTRATIVE ASSISTANT | 06/2016 to 12/2017

Divine Advertisers and Polymers - Ludhiana, Punjab, India

- Managed scheduling for staff, monitoring resource allocation to provide optimal coverage and service.
- Conducted market surveys and industry studies to identify need and demand for new clientele.
- Reviewed and suggested improvements for diverse range of documentation, including interoffice correspondence, reports and presentations.
- Prepared packages for shipment by generating invoices and setting up courier deliveries.
- Handled management of communication to executives by taking and making telephone calls, reviewing and prioritizing mail and composing and typing correspondence.
- Increased accuracy by verifying data while processing incoming and outgoing checks and wire transfers.
- Organized and maintained filing and document management systems by coordinating, archiving and purging files.

Education and Training

Khalsa College Patiala - Patiala, Punjab, India | BBA

Accounting And Business Management, 04/2018

UC Berekly Extension - Berkeley, CA | BootCamp

Web Development