

RK

Rahul Kapoor

Job Objective

- Highly motivated and enthusiastic accounting professional seeking entry level position in accounting industry to utilise the skills gained through overseas experience.
- To build a long term career with opportunities for future growth.
- To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organisation.
- To bring my strong sense of dedication, motivation and responsibility to the organisation.

Work History

Accounts NextGen - Assistant Accountant Intern
Melbourne, VIC
12/2018 - Current

- Setting up Xero and Myob for new clients with customised chart of accounts and correct tax codes
- Managing inventory items
- Creating purchase orders (specifically when importing goods)
- Preparing sale invoices and allocating payments(after issuing credit notes if any)
- Maintaining Fixed Assets register and posting Depreciation runs
- Opening up Clearing account in Xero for adjusting bills against the sale invoices
- Reconciling bank statements every month
- Adding new employees for payroll, processing pay runs for existing part-time as well as full-time employees
- Generating various financial reports for the management
- Preparing Business Activity Statements (BAS) and various GST reports

Aarti Steels Ltd. - Assistant Accountant
Ludhiana, PB
11/2017 - 05/2018

- Performed all financial activities to induce P&L statements and management reports
- Prepared payroll tax returns for managing the payroll

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Melbourne, VIC 3174

Skills

- Certified Xero Advisor
- Proficiency in Ms- office (Excel, word and powerpoint)
- Competent user of Myob
- Comprehensive knowledge of all accounting concepts
- Familiar with all the intensive features of Xero and Myob
- High volume Payroll experience
- Sound analytical and problem solving skill
- Capable of importing and exporting data
- Substantial verbal and written communication skill
- Ability to meet deadlines
- Pro active approach to new challenges in profession
- Confident to work under teamwork environment

Education

RMIT University, Melbourne City
Campus
Melbourne, VIC
Master Of Professional Accounting (CPA
Australia Extension)
Currently persuing

2017

- Excelled within fast-paced environment, continually taking on increased levels of responsibility
- Assisted in formulating budgetary and accounting policies
- Assisted senior team in preparation of Balance sheet
- Prepared final accounts on monthly basis
- Maintained excellent relations with vendors by responding immediately to adverse situations and resolved disputes in a timely manner.

MONTE CARLO BLANKET WHOLESALER - Bookkeeper/Data Entry Clerk

Chandigarh, CH

10/2014 - 05/2017

- Administered organisation's accounts to compile and keep financial records, using journals and ledgers or computers
- Performed accounts receivable and payable functions, balanced cash, and posted sales invoices
- Reconciliations: Bank, Account payables and receivables
- Managed with range of items of inventory with customised chart and tax codes
- Prepared various worksheets on Excel for Statutory compliances
- Implemented digital-filing solution that improved records management and customer follow-up processes.
- Contributed substantially to reducing outstanding accounts receivables through improved collections processes
- Stepped in to answer phone calls and assist with other office duties during periods of heavy workflow.

References

Will be provided on request.

Panjab University
Chandigarh, CH
Bachelor Of Commerce