



Urmila Soman

Accountant with 3 years' experience handling US clients

Nagpur, Maharashtra 440010 urmilamsoman@gmail.com

+91 77740 32226

Career Objective

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

Personal Details

Date of Birth: 1997/04/10

Eligible to work in: India

Highest Career Level: Senior Analyst

Industry: Accounting

Total years of experience: 3 years 11 months'

Work Experience

Senior Analyst – II (UK Division)

Paperchase Accountancy, Ahmedabad Gujarat

July 2022 to present

- Daily invoice & bank entries in client's books (Xero)
- Invoice entry using Dext Software
- Client Onboarding
- Importing sales transactions from various software's
- Working on monthly supplier reconciliation (reconcile accounting balances with supplier statements)
- Communication with clients and various parties (suppliers and customers)
- Any other Ad-Hoc requests related to accounting and tax calculations • Data import from one accounting software to another

Account Assistant

Trivium Management Services Pvt. Ltd. – Nagpur, Maharashtra

February 2019 to July 2022 (3 years 5 months)

- Maintaining daily accounting books of US and UK clients using online software such as QuickBooks and Xero
- Performing closing activities monthly such as preparing schedules and accounting entries, account reconciliations, adjusting as and when client suggests
- Managing Accounts Payable & Accounts Receivable on software such as Bill.com; sending reports to clients periodically
- Preparing financial package and board package monthly
- Updating intercompany transactions and reconciling
- Preparing consolidated financials on a quarterly basis
- Working on accounting books to tax comparison
- Preparing training sessions on varied topics for fellow team mates to enhance knowledge and help in growth
- Successfully managed several client's financials for almost 3 years in a row with the year-end closure procedures
- Looking into queries from different parties and helping to resolve them
- Worked on various other tasks helping in managing tax deadlines and its related workings
- Provided various types of reports and supporting documents when asked by the Audit team to help the client maintain a clean record

Accountant

New Stone Style (CERA Dealership) – Nagpur, Maharashtra

December 2018 to February 2019 (3 months)

- Purchase & Sale Bill entries in Tally
- Bank entries and reconciliation
- Stock management
- GSTR preparation

Junior Accountant

CA Harish Dodeja & Co. – Nagpur, Maharashtra

April 2018 to June 2018 (3 months)

- Purchase & Sale Bill entries in Tally
- GST calculation and use of offline utility

Education

Master's in Business Management

Jaipur National University – Jaipur, Rajasthan

April 2020 to July 2022

Post Graduate Diploma in Computer Application

Avatar Meherbaba College – Nagpur, Maharashtra

March 2019 to March 2020

BCom Graduate

City Premier College - Nagpur University, Nagpur, Maharashtra

June 2015 – May 2018

Key Skills

- Interpersonal Skills ○ Collaborating and working well together with others ○ Comforting people when they need it ○ Clear Communication Skills ○ Empathy for others ○ Humor and lightheartedness ○ Mentoring and coaching team members ○ Socializing skills
- Technical Skills ○ Accounting Software – QuickBooks and Xero ○ All MS Office tools (MS Excel, MS Word, MS PowerPoint, MS Outlook)
- Soft Skills ○ Effective Communication ○ Time Management & Organization ○ Critical Thinking ○ Problem Solving ○ Strong Attention to Detail ○ Leadership