

Name: Vancy Asrani

Contact Number: 8140935886

Current Location: Naroda, Ahmedabad-382330

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RESUME

OBJECTIVE: To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS & ABILITIES:

- Grasping Power
- Teamwork Skills.
- Problem Solving
- Leadership

EXPERIENCE:

1. DESIGNATION: SENIOR ASSOCIATE

DEPARTMENT: UK ACCOUNTING

Company: SUSTAINABLE BPO

Working Period: Joined from 13th June,2022 to till date.

➤ Working Details:

❖ Worked on Software's:

- Quick books Online
- Xero
- Bright Pay
- Hubdoc
- Auto Entry
- Outlook
- Office 365

❖ Below are the details of my work experience:

- QuickBooks Online certified
- Bank Reconciliation
- Reviewing my team's work
- Preparing and reviewing VAT
- Processing purchase and sales invoice in different software's.
- Recording depreciation. Prepaid and accrual entries.
- Processing monthly payroll into the system.
- Reviewing AP Aging and AR Aging Reports. Making comments based on review.
- Reviewing Wages Payable, Pension Payable and PAYE after completion of every job.
- Reviewing P&L and Balance Sheet.
- Processing Interest entries in system based on loan taken.
- Month-end activities
- Reimbursement - Processing expenses of employees.
- Training to employees
- PowerPoint presentations
- Management working. Preparation of all the required schedules in excel sheet.
- Matching Pre-payment and accrual balances in the system.
- Directly communicating with the client over a call and on outlook.
- Reviewing Trial Balance.
- Doing GL Scrutiny.
- Setting up a new client.

2. DESIGNATION: SENIOR ACCOUNTS EXECUTIVE

DEPARTMENT: UK ACCOUNTING

Company: ASCENDUM KPS

Working Period: Joined from 18th October,2021 to 12th June,2022.

➤ Working Details:

❖ Worked on Software's:

- Quick books Online
- Auto entry
- Xero
- Outlook
- Office 365

❖ Below are the details of my work experience:

- Processing purchase and sales invoice in different software's.
- Recording depreciation. Prepaid and accrual entries.
- Processing monthly payroll into the system.
- Reviewing AP Aging and AR Aging Reports. Making comments based on review.
- Bank Reconciliation
- Sales Control Account Reconciliation
- Preparing VAT. Reviewing filed of VAT.
- Reviewing Wages Payable, Pension Payable and PAYE after completion of every job.
- Reviewing P&L and Balance Sheet.
- Processing Interest entries in system based on loan taken.
- Working for the clients who are having Subway and Medical jobs.
- Preparing Job Plan.
- Processing expenses of employees.
- Downloading invoices online. Subway invoices (Just eat, Uber Eat, etc)
- Management working. Preparation of all the required schedules in excel sheet.
- Matching Pre-payment and accrual balances in the system.
- Reviewing jobs of other employees.
- Directly communicating with the client over a call and on outlook.
- Preparing Query and Notes of the assigned job.
- Reviewing Trial Balance.
- Doing GL Scrutiny.

3. DESIGNATION: STAFF ACCOUNTANT

DEPARTMENT: US ACCOUNTING

Company: Pacific Global Solution LLC

Working Period: Joined from 23rd September 2019 to 17th October,2021.

➤ Working Details:

❖ Worked on Software's:

- Quick books Online
- Sage 50 Intacct

- Path Quest for (AP and payment)
- Xero

- Shop keep Back Office
- Outlook
- Office 365

❖ Below are the details of my work experience:

- Accounts Payable- Recording of Vendor bills.
- Accounts Receivable- Recording of Customer invoices.
- Vendor Aging Report/ Accounts Payable Aging Report- Report of open bills sent to client for payment of bills.
- Accounts Receivable Aging Report- Report of open invoices sent to client for payment of invoices.
- Package Update- P&L and Balance sheet- Month end activity.
- Bank Reconciliation- Every day process and Month end process.
- Control Account Reconciliation- Reconciliation of control accounts to verify daily sales recording.
- DSR-Daily Sales Recording- Recording of sales using a software.
- Recording Budget- Month end process.
- Timesheet processing- Entering timesheet of employees for biweekly generation of payroll.
- Reimbursement Processing- Reimbursement of employees every month.
- Manual checks- Checks entered by client and need to enter in our system.
- Preparing Daily Cash Balance Report- A report is prepared for the bills that are paid but not cleared in bank.
- Project Report Working- Month end process.
- Recording Templates/ Project code- Recorded for New Projects.
- Adding New Vendor/New Customer
- Cheque cutting process
- GET working and filing
- Payroll Processing
- Inter -company banking transactions
- Deposits
- GL Scrutiny
- Financials working
- Client communication

- ❖ I have sound knowledge in Excel.
- ❖ Trained other employees in the company.

4. DESIGNATION: ACCOUNTING SPECIALIST

Company: KCJM & Associates

Working Period: Joined from 20th June 2019 to 20th September 2019.

❖ Worked on Software's:

- Quick books Online
- Zoho Books
- Wave
- Xero

❖ Below are the details of my work experience:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Taking Appropriate Chart of Accounts

❖ Gave Training to other employees in the company.

❖ Reviewing work of employee hired under me.

EDUCATION:

School/College/Institute	Course	University	Year Of Passing	Percentage/Marks Obtained
GLS	SSC	Gujarat	2014	70%
GLS	HSC	Gujarat	2016	72%
Navkar Institute	CA-CPT	ICAI	2016	104/200
JG College of Commerce	BCOM	Gujarat	2019	61%
Gujarat University	MCOM	Gujarat	2022	Result pending

INTERESTS:

- International Accounting
- Taxation
- Audit

PERSONAL PROFILE:

- Name: Vancy Asrani
- Date Of Birth: 02nd December,1998
- Marital Status: Single
- Nationality: Indian
- Religion: Hindu
- Known Languages: English, Hindi, Gujarati

DECLARATION: I hereby declare that all the information provided is true and correct.

DATE: 12/11/2022

PLACE: AHMEDABAD

VANCY ASRANI