**Nisha Panchal**

29-180 Pine house Dr. Saskatoon, S7K 5H7

Phone No: 639-384-7529 Email: nishapanchal89@gmail.com

**OBJECTIVE: 10 Years** related work experience and a strong background in finance and accounting methodologies and practices. Diplomatic and tactful skilled in effective interpersonal interaction. **Seeking employment as a Bookkeeping Clerk in a reputed organization**

**HIGHLIGHTS of QUALIFICATIONS:**

* **Ten years of experience in book keeping.**
* **Strong background in book keeping includes general ledger, accounts payable/receivable, final accounts and reporting**
* **Expertise in preparing financial statements, monitoring daily cash transactions, developing annual budget and recording all financial activity for small to medium businesses**
* **Effective communication skill, ability to handle multiple tasks, Interact professionally with all level staff.**
* **Quick Book, DBA, Tally (ERP 9.5), Microsoft Office (Word, Excel, PowerPoint), Internet browsing and email.**

**WORK EXPERIENCE:**

**1. Bookkeeper Rogers Sprayers Inc. (Saskatoon, SK, CA) Since 25th Oct 2022**

* Expertly handled AP/AR and all financial matters for organization providing critical support and guidance
* Administered and run monthly employee payroll
* Maintained bank and credit card reconciliation
* Prepare and filled GST and PST return before due date
* Assist outside auditors at year-end to include preparing schedules, providing explanation of supporting materials and procedures
* Maintained foreign exchange conversion for AP/AR

**2. Senior Accountant Sanket Advertising (Ahmedabad Gujarat, India) 01st April 2014 – 30th**

**Sept 2021**

* Maintained Financial Statements like Balance sheet & Profit & Loss Account
* Generate accounts reports pertaining to GST/TDS and all other Taxes Reports in Excel.
* Verification of data and maintenance of outstanding reports for debtors and creditors.
* Reports of Cash Management & Bank Reconciliation
* Prepared Trial Balance Quarterly.

**3. Junior Accountant Bhagwati Construction (Ahmedabad Gujarat, India) 01st Jan 2012 – 31st**

**Mar 2014**

* Presented Financial Reports like monthly income & expanses statement in excel in front of Management every month.
* Calculation of Taxes Like VAT, TDS & Service Tax and make online payment
* Maintained Cash & Bank Reconciliation
* Reports of Daily Stock balance.

**CERTIFICATION and TRAINING**

**CERTIFICATE OF Baba Saheb Ambedkar University February 2012**

**COMPUTER CONCEPT (Ahmedabad, Gujarat, India)**

**Institute of Banking Personnel Banking Clerks March 2012**

**Selection (IBPS) Probationary Officer December 2011**

**EDUCATION**

**Master Of Commerce**  2011

Gujarat University (Gujarat, India)

**Bachelor Of Commerce** 2009

Gujarat University (Gujarat, India)

**Higher Secondary School** 2006

Gujarat Secondary & Higher Secondary Education Board (Gujarat, India)

**VOLUNTEER EXPERIENCE/COMMUNITY INVOLVEMENT**

**Solo Singer**  **March 2015**

Lokmanya College of Education

* *I was awarded a First Rank in Prayer Singing.*

**REFERENCES**

Available on request.