



HIMANSHU PORWAL

Accountant

+918595105529

himanshuporwal679@gmail.com

<https://sites.google.com/view/digitalvisiting/home>

EDUCATION

University of Delhi
Bachelor of Commerce
2014-2018

**The National Institute of
Open Schooling (NIOS)**
Senior Secondary
2012-2013

**Babu Ram Government
Sarvodaya Bal
Vidyalaya**
High school
2011-2012

SKILLS

- Busy accounting software
- Tally accounting software
- Microsoft Office
- Google sheet
- Financial statement review
- Database Administration
- Financial Reporting
- Account Updates
- General ledger accounting
- Journal entry posting statements
- Database Management
- Recordkeeping
- Payroll Oversight
- Data Entry
- Computer Skills
- Networking
- Teamwork and Collaboration

LANGUAGE

- English
- Hindi

SUMMARY

Experienced Accountant with 6 years of experience providing administrative, clerical and project support to accounting departments. Enterprising, cost-driven and well-organized with good project management skills. Sophisticated understanding of accounting systems and procedures.

WORK EXPERIENCE

Jai Satya Lighting

Himanshu porwal - Delhi India

Aug 2017-Current

- Completed month-end and year-end close procedures and reconciled bank accounts.
- Managed and prepared journal entries and reconciliations to support monthly general ledger closing activities.
- Generated and presented monthly financial statements to senior management.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Successfully converted manual accounting system to electronic system to reduce errors and improve efficiency.
- Communicated with senior management on status of capital appropriations budget.
- Managed month-end and year-end close duties, administered additions and performed maintenance and reporting of corporate fixed assets.

Aggrawal saree

Himanshu porwal - Delhi India

2015-2017

- Created and submitted invoices according to the financial schedule.
- Processed payroll entries and reports for employees.
- Assessed accuracy, completeness and integrity of corporate financial records.
- Supported budget administration with detailed expense analyses and report reviews.
- Reviewed general ledger entries for accuracy and completeness.
- Reviewed and reconciled month-end totals to deliver timely and accurate financial information reporting.
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper codes.

Personal details

Himanshu porwal

DOB: 26-08-1996

Phone: +918595105529

Email: himanshuporwal679@gmail.com

Address: New Vikash Nagar Loni Ghaziabad-201102

Hobbis

Playing Chase

Surfing internet to enhance my knowledge