

Professional Summary

Results-driven Semi-qualified Accountant (CA – Inter) with 8+ years of experience in finance, HR, management, and operations. Proven track record of driving process improvements and team collaboration in people-oriented industries. Seeking a challenging role that leverages my technical, interpersonal, and leadership skills.

Professional Experience

Senior Accountant (AC10)

Inazuma.co | January 2020 - Present

Accountant (AC7)

Nexus Inc. | June 2018 - December 2019

Key Achievements:

- Improved financial reporting accuracy by 25% through process automation
- Successfully led a team of 3 in implementing a new accounting software

Responsibilities:

- Managed daily accounting operations
- Coordinated with auditors for annual audits

Junior Accountant (AC4)

Pinnacle Services | March 2015 - May 2018

Key Achievements:

- Reduced accounts payable processing time by 30% through workflow optimization
- Assisted in preparing financial statements for quarterly reviews

Responsibilities:

- Processed invoices and payments
- Maintained accurate financial records

Accounting Intern

Apex Accounting Firm | June 2014 - August 2014

Key Achievements:

- Assisted in preparing tax returns for clients

- Gained exposure to auditing processes

Responsibilities:

- Supported accountants in daily tasks
- Conducted research on accounting standards

Education

Bachelor of Commerce (B.Com)

University of Mumbai

Relevant Coursework:

- Financial Accounting
- Management Accounting
- Taxation

Technical Skills

Productivity Software:

- Microsoft Office (Excel, Word, PowerPoint, Outlook)

Customer Service Tools:

- Customer Relationship Management (CRM) software

Management Skills:

- Team Leadership
- Process Improvement
- Time Management