

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 (AC12)

Inazuma.co | January 2020 - Present

Accountant (AC9)

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
- Provided financial analysis and insights to senior management

Junior Accountant (AC6)

Pinnacle Services | March 2015 - May 2018

Key Achievements:

- Reduced accounts payable processing time by 30% through workflow optimization
- Assisted in the preparation of annual financial statements

Responsibilities:

- Processed accounts payable and receivable
- Maintained accurate financial records

Accounting Intern

Apex Accounting Firm | June 2014 - August 2014

Key Achievements:

- Assisted in the preparation of tax returns for clients

- Gained hands-on experience with accounting software

Responsibilities:

- Supported senior accountants in daily tasks
- Conducted research on accounting standards and regulations

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 and Leadership:

- Team Management
- Process Improvement
- Change Management