

Profile Summary:

I'm an Accountant with detail-oriented and dedicated professional. Offering over 13 years of experience with an effective accounting, financial and analytical approach to identify solving complex problem. Capable in Payroll/Accounting, General ledger process and Taxation. Committed to keeping accurate records, ensuring on-time deposits and reports, Maintain tax compliance. Possess a natural knack for numerical accuracy and calculating balances and maintain balance sheet. A proven track record of continuous improvement and growth mind set from smaller pvt sectors to MNCs. Worked with Manufacturing, Retail industries, Law firm, CA firm, and NGOs.

Professional Skills:

- Outstanding oral and written communication skills.
- Microsoft Office, Google advance and other office tools application.
- Financial Analysis.
- Financial reporting.
- Account reconciliation.
- Accounts payable and receivable.
- Financial Reporting and analysis.
- General ledger and Numerical accuracy.
- Accounting and Payroll.
- GST, GST return, VAT and taxation.
- Sale tax filling and other assigned task & tools as per the requirement.

Personal Skills:

- Adaptability – Empathetic
- Strong Work Ethics - Positive team player
- Problem Solving – Compassionate
- Hard Working – Punctuality
- High energy and Initiative
- Detail-oriented and dedicated professional
- Language known - English & Hindi

Proficient in:

Software: ERP – SAP – BUSY - Z-Order

Technology: Microsoft Office: MS-Word, Excel, PowerPoint, And Outlook.

Tools - Google Application and Official tools.

Education and Training:

- ❖ Bachelor of Commerce and Accounting.
- ❖ Training with CA Firm.
- ❖ Intermediate passed from CBSE Board Delhi in 2007.
- ❖ High school passed from CBSE Board Delhi in 2005.

Professional Experience:

S.S. Equipments

Assistant Accountant

Roll & Responsibility:

From Sept. 2007 to Jan 2010.

- Worked under the supervision of lead accountant. Maintained integrity of General Ledger, data calculation by verifying and posting account transaction.

- Prepared and recorded journal entries and performed accounting on accrual basis for month-end and year-end closures.

**Harrison Enterprise
Accountant**

Roll & Responsibility:

From Feb 2010 to Dec 2010.

- Managed all banking related work and entry. Sale and purchase, tax filling and maintained overall record.
- Responsible for managing the entire Accounts Payable process in conjunction with Shared Services, including vendor invoices, expense reports, freelance invoices, and inter-company payables details.

**Ganpati Enterprises:
Sr. Accountant.**

Roll & Responsibility:

From Dec 2010 to Jan 2012

- Mostly worked on tally and MS Excel. Prepared VAT, taxation, TDS.
- Accounts payable/receivable and other assigned task.

**ECO Water Projects
Accountant**

Roll & Responsibility:

From Jan 2012 to March 2013

- Processed post accountant data and entry work
- Managed Payable and receivable.
- Reconciled bank statement, check and other credit expenses
- Prepared and recorded journal entries Boucher, purchase Sale tax documents accounting entries.
- Performed accounting on accrual basis for month-end and year-end closures.

**Kapoor & associates:
NGO and CA Firm.
Accountant**

Roll & Responsibility:

From March 2013 to July 2015

- Prepared profile and loss for govt. related documentation
- Payroll and accounting.
- Maintained balance sheet under lead accountant supervision.
- Used office tools and maintained accounting related entry in MS Excel.
- Analyzed and recorded, company expenses Boucher entry and general ledger.

**Vanson Shoes,
SR. Accountant**

Roll & Responsibility:

From July 2015 to Jan 2019

- Responsible for financial review, planning and assigned task day to day reporting.
- Matched vendor invoices with agency Purchase Orders and reviewed, expense reports for coding accuracy and validity, ensuring adherence to company guidelines and policies.
- Provided initial review of weekly check runs and submitted with proper approvals to Shared Services for payments.
- Verified client-signed estimates are on file for all billable costs in a timely manner, partnering with Account Managers to resolve any discrepancies.

- Monitored and processed payroll bi-weekly for employees, including salary, bonuses, commissions, retroactive pay, garnishments, and other deductions; Prepared GST & GST return.

V.K Goel (Advocacy Firm)
Sr. Accountant (Specialist)

Roll & Responsibility:

From Jan 2019 to present.

- Implemented and maintained Budgeting, Reviewed financial statements and Cash Flow Analysis
- Processed sale and purchase related data and tax filling.
- Managed accounts payable and receivable, Auditing, general ledger and VAT.
- Performed comprehensive review of Financial Statements and General Ledger.
- Accounts reconciliation, GST and GST claim.
- Maintain balance sheet under Lead accounts Specialist.

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