

Summary

Experienced Accountant with 9 years of experience aiming to be a part of an established team of Finance professionals to ensure accurate reporting & compliance with all applicable regulations where I can use my strong analytical skills in the Financial field & be a part of company's growth & myself.

Skills

- Highly detail-oriented & organized
- Reporting & documentation
- MIS Reporting
- P & L Reporting
- Auditing
- Financial Statement analysis
- Account reconciliations
- Tax Preparation
- Cash Flow management
- Cost Reduction & Elimination
- Risk assessment
- Leadership & Team Management

Education

Bachelor of Commerce- Accounting -
2013
Bangalore University

Technical Knowledge

Microsoft Office.
Salesforce .
Freshworks.
Tally Prime.

Work history

Innoviti Technologies Pvt Ltd - Senior Finance
Executive(AP), Aug-22 to present

- Processing the payments to vendors, Employee reimbursements & Credit Card expenses.
- Monthly preparation of age-wise listing of Outstanding Creditors & Provisions and reporting to Management.
- Preparation of Schedules of Prepaid Expenses & Expense Provision.
- Preparation of monthly Cost MIS.
- Monthly Statutory, Vendor, Bank, Employee ledger Reconciliation.
- Assisted Auditors during the IFC & Annual Auditing.
- Finalization of Accounts in coordination with Statutory auditors.
- Prepared Journal entries , complete GL operations, Monthly, year-end closings.
- Preparation of balance confirmations to various top ranked vendors.
- Verifying & approving the invoices which are uploaded by internal departments via tickets in freshworks & generate reports for reconciliations.

Texonic Instruments – Senior Accountant, 24Oct'2013 to 30Sep'2021

- Statutory Payments & Return Filing such as GST, TDS, PT and Filed Vat, CST.
- Return Reconciliation, Accounts Reconciliation.
- Preparing monthly & annual Stock Statement for bank
- Accounts Payable & Receivables.
- Preparation of Monthly, Quarterly, Half Yearly MIS as per management requirements.
- Financial Statement reports
- Maintenance of Export & Import trade transactions in books of accounts.
- Maintenance of Interbranch books of accounts.
- Issued Form C & F.
- Supervised & monitored Junior accountants with daily updating of books of accounts.

Languages

English Hindi
Urdu Kannada
Tamil