

Name: Amit Verma

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Objective:

Detail-oriented Accountant with 3 years of experience in bookkeeping, financial reporting, and tax compliance. Skilled in managing accounts payable/receivable and ensuring accurate financial records.

Education:

- **B.Com in Accounting and Finance** – Delhi University (2016–2019)
- **Certified Management Accountant (CMA)** – 2021

Technical Skills:

- Accounting Software: Tally ERP, QuickBooks, SAP
- MS Excel: Advanced formulas, pivot tables, VLOOKUP
- Financial Reporting & Analysis
- Tax Filing & Compliance

Experience:

Accountant | FinServe Solutions, Mumbai

June 2019 – Present

- Managed accounts payable and receivable for multiple clients.
- Prepared monthly, quarterly, and annual financial statements.
- Assisted in budgeting and forecasting processes.
- Ensured compliance with taxation and audit requirements.

Accounting Intern | ABC Enterprises, Delhi

Jan 2019 – May 2019

- Supported daily bookkeeping and reconciliation of accounts.
- Assisted in preparing financial reports and invoices.

Projects:

- **Automated Expense Tracking System:** Developed Excel-based system to track company expenses efficiently.
- **Audit Preparation:** Streamlined audit documentation and reconciliation process.

Certifications:

- Certified Management Accountant (CMA)
- Tally ERP Certification

Achievements:

- Recognized for maintaining 100% accuracy in financial reporting.
- Improved monthly reconciliation efficiency by 25% through Excel automation.

Languages: English, Hindi