**DIVYA SINGH**

Local Address: [Shahjanand Landmark - Aiwa Road, Vadodara 390019 Gujarat]

Email ID: [divyasingh3304@gmail.com](mailto:divyasingh3304@gmail.com)] Phone: [6357998633 ]

LinkedIn Profile: https://www.linkedin.com/in/divya-singh-930576285/

**Objective**: Highly motivated and detail-oriented Accountant with [0.5] years of experience in financial management and reporting. Dedicated to maintaining accurate and transparent financial records to support organizational decision-making and compliance. Seeking an Accountant role to contribute my expertise in financial analysis, budgeting, and process improvement.

**Summary of Experience**

* Proficient in managing day-to-day accounting operations, reconciling financial data, and preparing accurate financial statements.
* Adept at optimizing processes, improving efficiency, and ensuring compliance with accounting standards and regulations.
* Strong analytical skills and a proven track record of supporting financial planning and decision-making.
* Eager to contribute my expertise in accounts and finance to drive organizational success.
* Proficient in bookkeeping, accounts payable, accounts receivable, and general ledger maintenance, ensuring accurate and up-to-date financial records.
* Highly skilled in preparing financial statements, including balance sheets, profit and loss statements, and cash flow statements, enabling data-driven decision-making.
* Expertise in reconciling bank statements, accounts, and transactions, identifying discrepancies, and resolving issues promptly.
* Assisted in budgeting and forecasting processes, providing critical financial insights to support financial planning and goal setting.
* Proven ability to handle audits, collaborate with internal teams, and coordinate with external auditors during the audit process.
* Efficiently managed vendor relationships and invoicing, ensuring smooth operations and timely payments.
* Implemented streamlined accounting processes and automated systems, reducing manual errors and saving time and resources.
* Proficient in using accounting software like: Tally, Paycheck, Gusto, facilitating accurate and efficient financial data management and payroll system.
* Strong attention to detail, ensuring compliance with accounting principles, standards, and regulations.
* Excellent problem-solving skills, enabling the identification of financial inefficiencies and the recommendation of effective solutions.
* Effective communicator and team player, collaborating with cross-functional teams to achieve organizational goals.

**Professional Experience:**

**[Technical Bridge Partners], [Vadodara] [US Accounting Executive] [Jan 2023 - Present]**

* Managing day-to-day accounting operations, including bookkeeping, accounts payable, accounts receivable, and general ledger maintenance.
* Recording financial transactions accurately and promptly, ensuring all entries are properly categorized and documented.
* Preparing and maintaining financial statements, such as balance sheets, profit and loss statements, and cash flow statements.
* Assisting with budgeting and forecasting processes to support financial planning and decision-making.
* Reconciling bank statements, accounts, and intercompany transactions to ensure accuracy and identify discrepancies.
* Generating and submitting invoices, as well as handling billing inquiries and following up on outstanding payments.
* Conducting periodic audits of financial data to ensure compliance with accounting principles, regulations, and company policies.
* Assisting in the preparation of tax returns and ensuring timely and accurate tax compliance.
* Coordinating with internal teams and external auditors during the audit process and providing necessary documentation.
* Supporting financial analysis by preparing reports, charts, and graphs to present financial data and trends.
* Managing vendor relationships and negotiating contracts to optimize cost efficiency.
* Assisting in the implementation and improvement of accounting processes and systems for enhanced efficiency.
* Handling payroll processing and ensuring accurate and timely salary disbursements.
* Maintaining confidentiality of financial information and adhering to data security policies.
* Keeping abreast of changes in accounting regulations and industry best practices.
* Conducting financial analysis to evaluate investment opportunities, leading to the successful acquisition of a new business unit.
* Prepared and filed monthly tax returns, ensuring compliance with federal and state regulations and avoiding penalties.
* Assisted in the preparation of quarterly and annual financial reports for shareholders and board members.
* Provided financial insights to project teams, contributing to data-driven decision-making and successful project outcomes.

**Education**:

* **[M. Com] from Delhi University in 2023**
* **[B. Com] from Delhi University in 2021**

**Skills**:

* Proficient in financial analysis, budgeting, and forecasting.
* Strong knowledge of accounting principles, standards, and regulations.
* Expertise in using accounting software, such as Tally, Xero, or SAP.
* Advanced skills in Microsoft Excel for data analysis and financial modelling.
* Excellent communication and interpersonal skills for effective collaboration with cross-functional teams.
* Detail-oriented with the ability to prioritize tasks and meet strict deadlines.
* Strong analytical and problem-solving abilities to identify financial inefficiencies and recommend solutions.

**Certifications:**

* DCA- Diploma in Computer Applications
* DTP – Diploma in Tally Programming
* Certified Technical Recruiter by Hirist.com

**Languages:**

* English and Hindi

**References:**

Available upon request.