

Pradeep Kumar

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Career Objective

Enthusiastic about developing skills in IT and Cyber security. Experience in building a web application from ground up using web API's, HTML, CSS, JavaScript, JSON. Motivated to join in Cyber security to be the innovative solution for addressing companies weak points.

KEY COMPETENCIES

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|--------------------------|----------------------|--------------|-----------------------|
| • Effective Communicator | • JavaScript | • SAP-ERP | • Team Management |
| • MS Word & Excel | • Analytical ability | • Xero | • Financial Reporting |
| • Decision Making | • Databases & SQL | • MYOB | • Invoice processing |
| • Problem solving | • HTML & CSS | • JD EDWARDS | • Multi-tasking |
| • Workday | • JSON & API's | • Python | • Sage 50 |

CERTIFICATIONS

- Pursuing Full stack Web Development Bootcamp - University of Toronto School of Continuing studies.
- Completed 2023 – Web Development Bootcamp - Udemy
- IBM Data Analyst Professional Certificate – 2021

PROJECTS

- Points of Interest Finder
 - Integrated 3 different APIs to the application for functionality.
 - Learned and used HTML, CSS, JavaScript, JSON, API's & Local storage.

ORGANIZATIONAL EXPERIENCE

❖ Accounting Assistant – JM Tech and Consulting Inc. Calgary, Canada

May 2021 – Mar 2023

- Preparing analyses of accounts, Aging Reports and Error resolution file using VLOOKUP, Module and Hyperlinks.
- Preparing cash position report to management to determine company's bi-weekly expenses.
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies by reconciling vendor accounts and monthly vendor statements
- Paying vendors by scheduling pay checks / ACH and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Follows up on and provides in depth explanations for significant variances in accounts
- Assists Manager in coordinating or performing various complex or specialized assignments or business cases, as assigned
- Escalate and resolve discrepancies related to purchase order, contract, invoice and documentation.

❖ Assistant Finance Manager

August 2017 – July 2020

Shanti Travel Services, New Delhi, India

- Prepared and maintained books of accounts accurately; and preparation and presentation of Financial Statements as per GAAP on a monthly basis, variance analysis and various schedules of reconciliation.
- Handled Full cycle Account Receivables and Account Payable, aging, reconciliation with Customers statements and cash application, liaison with banks and customers.
- Coordinated the preparation and analysis of schedules, statements and/or reports for distribution to internal and/or external clients;
- performed analyses on a regular basis for a range of complex accounts at the business unit or directorate level, as assigned;
- Analysed & performed complex analyses of financial and/or statistical information/data and preparing reports and/or commentary;
- liaising with internal and external stakeholders to exchange information, answering queries, coordinate and deliver training and provide professional/technical assistance;
- Supported Finance Manager in developing and maintaining financial models and performing analysis & valuation.
- Supported in preparing forecast / budget based on Trend analysis and drive expense forecast calls.

❖ Delivery Centre Consultant

November 2014 – May 2017

Concentrix Australia and New Zealand (Air NZ Account) – Auckland

- Trained and coached consultants on floor for call quality standards, correct work processes i.e. ticket reissue process and Airpoints.
- Provided high quality customer service for one of CONCENTRIX's premier clients (**Air New Zealand**) using a range of communication methods with its customers.
- Became highly skilled and knowledgeable in order to deliver the highest standards of service possible and help build a high performing team.
- Familiarized with client service offerings initial contact through to final payment including processes and tools.

❖ General Accountant

Jan 2010 – Mar 2014

JMA Delhi Private Limited – Gurugram, India

- Developed system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintained and balance subsidiary accounts by verifying, allocating, and posting transactions and by reconciling entries.
- Maintained general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Handled cash and bank transactions, managed cash flow, finance & MIS.
- Processed payroll and maintaining employee records including timesheet.
- Prepared depreciation and amortization schedules, financial reports such as, balance sheets, income statements, cash flow and other financial documents by collecting, analysing, and summarizing account information and trends.
- Prepared quarterly and monthly tax returns, along with payroll, operating and business taxes.
- Complied with legal requirements and enforcing adherence to requirements; filing reports; advising management on needed actions and any irregularities in data.
- Monthly projection of Profit and Loss.

ACADEMIC & PROFESSIONAL CREDENTIALS

Graduate Diploma in Professional Accountancy (Unitec Institute of Technology)

July 2014 – July 2015

Master of Business (Waterford Institute of Technology)

Aug 2007 – Sep 2009

Bachelor of Commerce (University of Delhi)

July 2003 – April 2006