

PRAPTI JUNEJA

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Motivated and detail-oriented accounting graduate with hands-on experience in bookkeeping, cash reconciliation, and tax preparation. Skilled in managing high-volume transactions, balancing tills, and ensuring financial accuracy under tight deadlines. Proficient in QuickBooks, Sage 50, and Microsoft Excel with a solid understanding of 3-way matching, journal entries, and CRA tax processes. Known for strong analytical skills, teamwork, and exceptional customer service gained from fast-paced retail and leadership roles. Eager to contribute to an organization's accounting and financial operations with accuracy and professionalism.

CORE SKILLS

- **Accounting & Finance:** Accounts Payable/Receivable, Bank & Till Reconciliation, Journal Entries, Deposit Controls, Cash Handling, 3-Way Matching (PO/Invoice/Packing Slip), Financial Reporting
- **Software & Tools:** QuickBooks Online, Sage 50, MS Excel (Pivot Tables, VLOOKUP), UFile, ProFile, MS Word, Outlook, Teams
- **Tax & Payroll:** CRA Filing Procedures, Tax Return Preparation, Payroll Assistance, Expense Tracking, Record Management
- **Customer & Office Support:** Billing Inquiries, Invoicing, Payment Follow-ups, Data Entry, Documentation, Time Management, Accuracy under Deadlines
- **Soft Skills:** Communication, Confidentiality, Team Collaboration, Analytical Thinking, Problem Solving, Organizational Skills

PROFESSIONAL EXPERIENCE

Cashier - Costco Wholesale

Toronto, Canada | Jun 2023 – Present

- Managed cash, debit, and credit transactions exceeding \$10,000 daily.
- Performed end-of-day till balancing and deposit reconciliation with the accounting team.
- Resolved customer billing and membership issues promptly to maintain satisfaction.

Team Lead - Toronto Blue Jays

Toronto, Canada | Mar 2023 – Sep 2023

- Supervised a team of 10–12 staff and improved productivity by 30%.
- Implemented shift-handover checklists that reduced customer complaints by 40%.
- Conducted brief training sessions on teamwork and communication.

Technical Sales Representative - Voysus Inc.

Toronto, Canada | Jan 2023 – May 2023

- Generated 100+ B2B leads with 25% conversion and surpassed Q1 targets by 120%.
- Collaborated with technical teams for client onboarding and billing resolution.

PROJECTS

CRA Community Volunteer Income Tax Program — Tax Preparer

- Prepared and e-filed over 15 personal tax returns using UFile.
- Completed CRA training covering Canadian tax law, ethics, and confidentiality.

EDUCATION

Diploma in Business Administration - Accounting

Sheridan College, Mississauga (2022 - 2025)

ADDITIONAL INFORMATION

Languages: English, French, Hindi, Punjabi

Availability: Immediate (Full-time / Part-time / Contract)

Work Preference: Hybrid · Remote · On-Site

