

ARCHANA PATEL

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Current Residence: Monmouth Junction, NJ

EDUCATION

- **M.S. University** Gujarat, India Sept 1978 – May 1982
Bachelor of Science in Accounting
Certificate in Banking and Accounts Auditing
- **Innovative Systems** Gujarat, India Jan 1983 – Jan 1984
Specialized Training Course in Computer Data Operations

SKILLS

- Self-motivated accounting professional with strong communication skills and ability to work under pressure
- Skilled in Microsoft Excel and Office, accounting practices, Quickbooks accounting software, accounts payable/receivable, budgeting, and ledger management
- Experienced in client management, cross-functional collaboration across various teams to meet accounting and financial goals, and strong presentation skills of accounting related materials
- Fluent in English, Hindi, and Gujarati

WORK EXPERIENCE

- **Friends of Cyrus, Inc.** Edison, NJ Sep 2023 - Present
Bookkeeper and Accounting Manager
 - Role encompasses overseeing team responsible for day-to-day financial transactions including accounts payable and accounts receivable in Quickbooks
 - Accounts Payable:
 - Manage end-to-end accounts payable processes (invoice processing, payment approvals, disbursements) in Quickbooks
 - Reconciliations, recordkeeping, and coding of invoices for proper classifications in General Ledger
 - Accounts Receivable:
 - Prepare invoices to be sent to the company's clients and customers
 - Entry of new clients and customer profile management in Quickbooks
- **Integrated Marketing Services, Inc.** Princeton, NJ Nov 1999 – Apr 2023
Accounting Manager
 - Role encompassed overseeing and responsibility for accounts payable/receivable, budgeting, payroll management, customer service, and client management
 - Accounts Payable:
 - Create and manage vendor relationships, as well as vendor profiles in Quickbooks
 - Perform regular review and analysis of accounts payable, ensuring timely payments and proper allocation of expenses
 - Accounts Receivable:
 - Recordkeeping of jobs, timeline tracking, and proactive communication with clients to manage and ensure timely payments
 - Payroll and Budgeting:
 - Weekly tracking of company budget from various revenues and expenses
 - Monthly presentations of company budget to senior leadership
 - Timesheet and payroll record-keeping and entry into Quickbooks