

# AVANTI RABADIA

## ACCOUNTING ASSISTANT

### CONTACT

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ADDRESS:  
Bolton, Greater Manchester

### TECHNICAL SKILLS

- ◆ Xero Software
- ◆ VT Software
- ◆ Sage Line 50
- ◆ QuickBooks
- ◆ Moneysoft Payroll
- ◆ Bookkeeping
- ◆ Microsoft Office Suite

### INTERESTS

- ◆ Active member of SMS Badminton Club
- ◆ Throwball
- ◆ Netball
- ◆ Cricket
- ◆ Scenic driving
- ◆ African Safari's
- ◆ Hiking Adventures
- ◆ Cooking Indian Cuisines

### CHARITY & VOLUNTEERING

- ◆ My Memories Walk
- ◆ Bolton Hospice 5K Charity Walk
- ◆ Matter Heart Run
- ◆ Standard Chartered Marathon (21km)
- ◆ Community temple volunteer facilitating research for religious sessions

### PERSONAL SUMMARY

A young professional with about 5 years of professional experience in the accounting field. I'm a driven and organized individual, looking for opportunities to learn and grow to become a Chartered Accountant one day. Throughout my career, I've been known for my dedication and completing tasks ahead of schedule for a timely delivery. Aside from the traditional accounting tasks, I'm also competent in accounts payable and receivable, payroll preparations, supplier statement reconciliations and financial reporting. I believe that my open communication and good teamwork with co-workers have contributed to project successes. Beyond the numbers, I'm quite a sporty person and playing sports have taught me about intercultural respect and resilience, which have been useful skills both in my professional & personal life.

### WORK EXPERIENCE

#### Reliance Partnership UK Ltd (Jan 2023 - Present)

##### **Accountants Assistant**

Responsible for posting invoices on QuickBooks and dealing with all Invoice queries. I prepare draft quarterly VAT returns for client companies as well as monthly bank reconciliations. To ensure that accuracy and integrity have been maintained, these are always passed through to manager for reviewal/approval. Other duties involve, posting clients Sales, Purchases invoices and Bank statement on VT software and promptly assist with Client Due Diligence (CDD). Additionally, I send monthly payroll information to clients.

#### Bestways Wholesale Cash & Carry (Nov 2022 – Jan 2023)

##### **Cashier**

Managed cashiering duties by processing cash, cheque, and credit card transactions and reconciled and counted the contents of the cash register towards the end of the day for all transactions. In this role I provided great customer service by answering customer queries promptly and respectfully whether via phone or in-person. I maintained overall store cleanliness, kept stock organised and carried out all point of sale opening and closing procedures.

#### Dhir Kenya Limited (Sept 2018 - Feb 2022)

##### **Accountants Assistant**

Prepared statutory payments; PAYE, NHIF, NSSF, Rental Tax and VAT as well as running detailed cost analysis, managing accounts payable, accounts receivable and conducting weekly financial reports. For accuracy of all data I reviewed and processed invoices, sales tax and purchase orders and monitored credit limits to prevent overdue customer accounts. I also completed various ad-hoc projects, bank reconciliation, petty cash management and posting general ledger. I prepared financial statements, including the income statements and balance sheets and always provided assistance to customers and addressed to any queries they had.

#### Wachira Mundia & Associates, Kenya (Jan 2018 – May 2018)

##### **Internship**

Gained valuable experience and training on various accounting activities, like posting customers' and suppliers' invoices in the accounting system, conducting bank reconciliations, compiling financial reports for manager review and prepared books for year-end auditing.

### EDUCATION

#### United States International University-Africa (2014-2018)

Grade 2:1 in **BSc Accounting & Finance**. Exempted from the following ACCA papers upon completion of my degree; F1-BT, F2-MA, F3-FA & F4-LW.

#### S.C.L.P Samaj Seconday School, Nairobi Kenya (2004-2014)

IGCSE's Grades A-C in **Maths, Accounting, Commerce, Economics & English**.