

**NEHA KUMARI**

*Accountant*

[**1930neha@gmail.com**](mailto:1930neha@gmail.com) **7463990327**

**Haryana**

**Marital Status- Married**

**EDUCATION**

Post graduation Accounting

May 2017

Workers college

Bachelor of Accounts Accounting

**Kolhan University**

May 2014

Graduate college for women

**SKILLS**

**Marital status- Married** Accounts payable QuickBooks

Financial reporting

Account receivable

Tax accounting Expense reporting

**CERTIFICATIONS**

Tally ERP MS Excel

# CAREER OBJECTIVE

With over a decade of experience establishing best accounting practices at growing tech companies, I have learned the value of proactively identifying and removing roadblocks to allow accounting to scale with the company. Motivated to continue this work at an early-stage ﬁnancial consumer startup.

# WORK EXPERIENCE

## Accountant

### Espacio

Jan 2016 - Nov 2022 Jamshedpur, jharkhand

Maintained company general ledger, monthly close processes, and account reconciliations.

Developed and executed internal controls to improve accuracy and reduce error rate

Prepared ﬁnancial statements in accordance that conformed to the monthly company budget process

Prepared detailed schedules and technical accounting memorandum to support complex accounting treatment

Supported management in executing on employee equity compensation plan to improve employee retention.

## Account executive, purchase department

### Falcon Resources

 2014 - 2016  Jamshedpur, jharkhand

Followed company policies while processing and double-checking all purchase transactions, vendor accounts , company purchase and store

accounts for 100% accuracy