

# ATUL SOLANKI



## CONTACT

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- *AHMEDABAD, INDIA 387120*

## EDUCATION AND TRAINING

03/2019

B.COM - COMMERCE

N C BODIWALA COLLEGE  
AHMEDABAD

## LANGUAGES

Gujarati, Hindi, English: First  
Language

Gujarati: C2  
Proficient

Hindi: C1  
Advanced

English: B2  
Upper Intermediate

## SUMMARY

Motivated As Account familiar with processing payments and invoices. Hardworking team player with in-depth understanding of accounting standards and procedures. Detail-oriented Accounting Assistant bringing 12 Month years of experience in the accounting landscape. Skilled in account management, expense reports and invoice reconciliation. Hard-working and proactive with solid foundation of trustworthy and dependable performance. Highly organized in handling accounting needs and clerical support. Knowledgeable about Your requirements and regulations, taxation law and accounting processes. Skilled with accounting software and quick to learn new processes.

## SKILLS

- *Expense Reports*
- *Collections and Invoice Processing*
- *Month-End Documentation*
- *Report Preparation*
- *Document Scanning*
- *Team Building*
- *General Ledger Entries*
- *Clerical Support*
- *Accounts Payable and Receivable*
- *Purchasing*
- *File Maintenance*
- *Finance*
- *Invoicing*
- *Bank Statement Reconciliation*
- *Payment Processing*

## EXPERIENCE

Accounting Clerk  
Balaji Global Company | AHMEDABAD, INDIA

08/2021 - Current

- *Maintained up-to-date accounts receivable records and coordinated monthly billing activities.*
- *Processed invoices, payments, and statements in a timely manner.*
- *Prepared bank deposits by compiling data from cashiers.*
- *Reconciled financial discrepancies by collecting and analyzing account information.*
- *Resolved customer inquiries regarding bills and payments.*
- *Generated financial reports for management review on a regular basis.*
- *Developed procedures to improve accuracy of financial data entry processes.*
- *Prepared monthly and year-end closing statements, financial documents and invoices.*
- *Updated accounting ledger and journals with updated transaction information.*
- *Processed both outgoing and incoming payments and invoices.*
- *Provided support to the Accounts Payable department as needed.*

## ACTIVITIES AND HONORS

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- Presser Accepting
- Hard Working & Completed step by step Work
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