Name | Address | City/Town | State Zip Code

Phone Number | Email | LinkedIn

# OBJECTIVE

**Senior Accountant with a BCom** degree, 4+ years related work experience and a strong background in Finance and Accounting methodologies and practices. Diplomatic and tactful; skilled in effective interpersonal interaction. **Seeking** employment as a **Senior Accountant** in a reputed Organization.

# KEY SKLLS

|  |  |  |
| --- | --- | --- |
|  Financial Accounting |  General Ledger |  Online Bank Transactions |
|  Financial Reporting |  Cash accounting |  Accounts Receivable/Payable |
|  Financial Advice |  Bank Reconciliations |  Expenses Reconciliations |
|  Final Accounts |  Time Management |  Petty cash management |

**CAPABILITIES**

 **Well developed analytical skills** - Skillful at processing data/information, keeping records and tabulation.

 **Strong background** in **bookkeeping** includes General Ledger, Accounts payable/ receivable, Final Accounts and reporting.

 **Expertise** in preparing financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activity for small to medium sized businesses.

 **Continuously updated and thorough** working knowledge of accounting principles and practices as well as Income Tax and Sales Tax laws.

 **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.

 **Proven ability** to handle multiple, competing priorities in an effective manner.

 **Effectively** gather, **analyze**, **compile** and **synthesize** data into written reports.

 **Effective** communication skills, excellent Gujarati, Hindi & English, especially written, combined with interpersonal strengths and a high degree of professional integrity.

 **Computer skills:** Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint), Internet browsing & email.

# PROFESSIONAL WORK EXPERIENCE

**Senior Accountant –** xyz Corporation**,** Vadodara May 2013 to present

 **Monitor** and maintain the accounts for 30 to 40 daily sales cash transactions, amounting to over INR 1 lakh.

 **Maintain** general ledger and all books of accounts up to Final accounts & Balance sheet.

 **Perform** internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.

 **Manage** the Bank Reconciliation Statements of the Company for all receipts and payments.

 **Verification** of data and Maintenance of Outstanding reports for debtors and creditors.

 **Generate** and Maintain of sales inventory report.

 **Conduct** monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow.

 **Maintain** the company's data records.

* **Generate** accounts reports pertaining to Excise Duty, VAT, CST and TDS.
* **Handle** customer queries/feed back as well as resolving their problems.

**Private Tution Classes (Self Employed) -** ABC Classes (Registered Firm), Vadodara Apr 2009 to present

* **Conduct** tuition classes, in Accountancy and Statistics, for students of classes XI, XII, FY, SY & TY BCom.
* **Ensure** personal attention and improvement in pass percentage marks of all students.

**Accountant** - M/s XYZ & Co (Chartered Accountant Firm), Vadodara Feb 2007 to Mar 2009

* **Assisted** in financial audit and preparation of Final accounts of client firms and companies.
* **Maintained** the accounting data of different organisations.
* **Cross checked** bank reconciliations, debit and credit notes and invoices.
* **Verification** of debtors and creditors.
* **Compilation** of balance sheets and company accounts and preparation of reports for auditing.
* **Maintained** the company's financial data records.

**Private Accounting practice (Self Employed)** May 2007 to present

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Maintain** all books of accounts and prepare Final Accounts and Balance sheet for around 14 private firms.  **EDUCATIONAL QUALIFICATIONS** | | | |  |
| **BCom -** MS University, Vadodara | | | | 2014 |
| **Class XII** (GSEB) **-** XYZ Vidayalaya, Vadodara | | | | 2007 |
| **PERSONAL DETAILS** | | | |  |
| **Date of Birth** | : 11-11-1987 | **Religion** | : Hindu | |
| **Gender** | : Male | **Nationality** | : Indian | |

**References** - Available upon request.