

Senior Accountant Resume Sample www.timesresumes.com

Name & Personal Details of clients are not included for Anonymity

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 SKILLS

| | | |
|----------------------|----------------------|-----------------------------|
| 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 Tutition 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 Vidyalaya, Vadodara 2007

PERSONAL DETAILS

Date of Birth : 11-11-1987 **Religion** : Hindu
Gender : Male **Nationality** : Indian

References - Available upon request.