

GENERAL ACCOUNTANT

Summary

16+ Years Experienced professional in Accounting and Finance seeking an opportunity: Special interest including an Accountant, Assistant Controller position.

Experienced dynamic individual in Accounts & Finance, Budgeting & fund planning, Auditing, Taxation, Accurate, efficient & methodical in handling assigned tasks, Proficient in recommending procedures to achieve financial discipline and enhance the overall efficiency of the organization, excellent interpersonal, communication and organizational skills with proven abilities in team and customer relationship management. Bookkeeper with key strengths in planning, problem solving and customer relations. Familiar with financial reconciliations, general ledgers and financial reporting.

Highlights

- Monthly Bank Reconciliations.
- Month end closing process & Journal entries
- Account Payable (A/P)
- Account Receivable (A/R)
- General Ledger Reconciliations (Debtors / Creditors / Income & Expenditure)
- Inter-Company Reconciliations
- Fixed Assets Accounting
- Stock Valuation
- MIS, Financials (Profit & Loss / Balance Sheet)
- Taxation
- Cash Flow forecasting & Fund Management
- Budgeting , Controlling & Ratio Analysis
- Payroll Management
- Statutory Returns & Filing
- Internal & Statutory Audits Ms-Office (Word/Excel/Power Point), Internet, Outlook, Access.
- Accounting Software : SAP, Quick Books
- Periodic financial reporting expert
- General ledger accounting skills
- Managerial aptitude
- Knowledge of income tax procedures
- Fiscal budgeting knowledge
- Complex problem solving
- Strong communication skills
- SAP
- Knowledge of ERP (Enterprise Resource Planning) software
- Ethical approach to finance
- Strong communication skills

Accomplishments

- Submitted first successful VAT Refund Claim with INR 32.50 Million in the State Government.
- Also submitted a successful Central Sales Tax Reimbursement Claim and Furnace Oil Duty drawback claim @ 4% on total purchase of company's turnover from the Kandla Free Trade Zone on every quarter during my carrier from 1997 to 2008.
- Zero Statutory defaults during the carrier of my service.
- Maintaining healthy relation with government organisations (Sales Tax, Excise & Labour Office).

Experience

General Accountant

January 2011 to April 2016 Company Name

- Issued 200 paychecks to vendors and suppliers on a bi-weekly basis. Monthly Bank Reconciliations Monthly Ledger Reconciliations Prepare month-end and year-end closing journal entries Inter-company reconciliations of over 10 different. Maintained accounts receivable documentation electronically and on paper. Processed bank reconciliations and financial reports to verify practice of proper due diligence. Handled cash and deposits using the proper accounting procedures and documentation. Increased efficiency and alleviated work loads by creating a new Excel financial recording system. Processed payroll, electronic deposits and employee pay adjustments. Processed journal entries, online transfers and payments. Executed quarterly financial reporting on multiple properties. Analyzed cost control and provided timely financial information to support corporate goals. Researched and resolved collections and billing disputes with tact and efficiency. Reconciled all bank and credit card accounts from April to [March] . Updated confidential employee banking information with accuracy and speed. entities The conversion of proprietary ERP system to Great Plains Compile monthly IFRS , GAAP and non-GAAP financial statements Preparing financial statements Perform ad-hoc variance analysis as requested by the Finance Director Perform AR/AP, collections, and inventory valuation Prepare & forecasting Budget, Cash Flow.
- Controlling on month to month against forecasted figures & providing ratio analysis in financials.
- Prepare monthly returns & filled online.
- Co-ordinate with Auditors for finalization of financials.
- Managing internal & statutory auditors.

- And co-ordinate with Banks for financial matters Responsible for payroll management.

Accountant

May 2008 to January 2011 Company Name Maintained accounts receivable documentation electronically and on paper.

Handled cash and deposits using the proper accounting procedures and documentation.

- Entered weekly sales and customer count sheets for review by management. Reconciled all bank and credit card accounts from [year] to [year] . Month end activities, including accrual and reversal entries, analysis, and amortization of prepaid accounts Prepare journal entries for accruals and other adjusting entries Responsible for supply inventory physical count and valuation Ad Hoc reports as per requirement of management Responsible for all bank reconciliations and general ledgers accounts.

Accountant

April 1997 to May 2008 Company Name

- Assist with annual financial audit Reconcile monthly inter-company balances Prepare and file monthly sales and use tax returns for 10 states Entered invoices into and prepared reports in Oracle Payables Post journal entry, reconcile and maintain asset and liability accounts for month-end closing.

Issued [number] paychecks to vendors and suppliers on a bi-weekly basis. Reconciled all bank and credit card accounts from [year] to [year] .

Education

Bachelor : Accounting , 1996 M S University

Skills

Accounting, Accounting Software, accruals, accrual, Ad, AP, A/P, AR, Balance Sheet, bank reconciliations, Monthly Bank Reconciliations, Budgeting, Budget, Cash Flow, closing, conversion, ERP, Filing, Finance, Financials, financial, financial audit, financial statements, Preparing financial statements, Fixed Assets, forecasting, General Ledger, Great Plains, inventory, Ledger, Director, Managing, Access, Excel, Office, Ms-Office, Outlook, Power Point, Word, MIS, month-end closing, Month end closing, Oracle, Payables, Payroll, Profit, Quick Books, requirement, sales, SAP, supply inventory, tax returns, Valuation, variance analysis, year-end