

audits that included zero input observations, leveraging SAP FICO, Tally Prime and advanced Excel to streamline month end close and boost MIS reporting accuracy.

SKILLS

Financial Accounting & Reporting: Financial Accounting, Financial Reporting, Month End Close, Accruals, MIS Reporting, Variance Analysis, Management Dashboards, Financial Statements

Compliance & Taxation: GST Compliance, GSTR1, GSTR3B, TDS Compliance, Statutory Filings, Statutory Compliance, Tax Filings

Reconciliation & Audit: Bank Reconciliations, Vendor Reconciliations, Ledger Reconciliations, Reconciliations, Audit Support, Statutory Documentation, Ledger Scrutiny

Cost & Expense Management: Cost Control, Expense Management, Budget Tracking, Budgeting, Cost Optimization, Project Costing, Cost Analysis

Accounting Software & Tools: SAP FICO, Tally ERP, Tally Prime, Advanced Excel, Pivot Tables, XLOOKUP, VLOOKUP

EXPERIENCE

FLY HIGH VISAS PVT. LTD.

Noida

ACCOUNTANT

Aug 2024 – Present

• Directed full cycle accounting for a \$4M portfolio, posting GL entries and invoices in SAP FICO while leveraging Tally Prime for expense booking and automating journal preparation with Advanced Excel macros, reducing processing time by 20%.

• Performed monthly bank, ledger, and vendor reconciliations for 15 accounts, identifying and correcting discrepancies within 48 hours, achieving 99.5% reconciliation accuracy.

• Prepared and filed GSTR 1 and GSTR 3B for quarterly turnover of ₹20M, maintaining 100% statutory compliance and meeting all filing deadlines.

• Monitored and reconciled departmental budgets of ₹0M using Advanced Excel pivot tables, flagging variances >5% and driving cost optimization actions that trimmed expenses by 8%.

• Coordinated month end close activities, consolidating financials within a 5 day window and supplying audit teams with complete schedules, enabling clean audit opinions for two consecutive years.

FORMULAIC ENGINEERING PVT. LTD.

Noida

ACCOUNT MANAGER

May 2022 – Jul 2024

• Led accounting and cost tracking for 12+ engineering projects, establishing profit center reporting that lifted profitability visibility and supported a 15% improvement in project margin analysis.

• Designed automated MIS dashboards in Advanced Excel, delivering monthly variance analysis against an \$8M budget and reducing report generation time from 3 days to 4 hours.

• Implemented expense control protocols across all projects, enforcing approval workflows that cut unauthorized spend by 10% and aligned expenditures with budget forecasts.

• Orchestrated vendor reconciliations for 30+ suppliers, securing 98% on time payment rate and resolving invoice mismatches within 2 business days.

FAST FOOD PVT. LTD. (BRITANNIA INDUSTRIAL PVT. LTD.)

Ghaziabad

ASSISTANT ACCOUNTANT

Jan 2020 – Apr 2022

• Managed AP processing and vendor payments using Tally ERP 9, recording over 200 transactions monthly and employing Advanced Excel VLOOKUP/XLOOKUP to reconcile statements, curbing processing errors by 12%.

• Maintained detailed cost ledgers for a manufacturing line producing 1.5M units annually, generating cost analysis reports that identified a 6% material waste reduction opportunity.

• Assisted in filing GST returns (GSTR 1/GSTR 3B) and TDS returns for quarterly payroll of 45 employees, ensuring 100% statutory compliance and zero penalties.

SANJAY & T.P. VERMA CO.

Ghaziabad

ACCOUNTANT

Jul 2016 – Dec 2019

• Managed bookkeeping, reconciliations, and expenses for multiple clients.

