

Experienced accountant with a passion for digital accounting and financial documentation management.

## **Education**

**VIVEKANANDA DEGREE COLLEGE**

Bangalore

**Bachelor's of Commerce in Finance specialization**

2007 - 2010

## **Experience**

**INFINITY ENGINEERING SERVICES**

India

**Accountant**

Aug 2020 - Jul 2022

- Maintaining accounts payable, expenses, liability and equity accounts
- Maintaining the books & ensuring the accuracy of bookkeeping
- Processing payments and recording disbursements
- Preparation of E-way bill, credit & debit note
- Analysing financial data, preparing financial statements
- Follow up with vendors/customers for accounts payable/receivable
- Reconciliation of accounts & resolved issues
- Processing payments and disbursements

**CSM SOFTWARE PVT LTD**

India

**Accounts Executive Support**

Jun 2015 - Jan 2017

- Managed daily accounts payable operations, including check payments and bank reconciliation, improving process efficiency by 25%.
- Preparation of accounting vouchers like payments, expenses, receipts
- Keep up the vendors database, process vendor & employee check
- Ensuring advance payments for the employees travel
- Review & approve expenses reports in accordance with travel & expenses reimbursement policy
- Create & submit reports on weekly/monthly basis for TDS, Service Tax
- Keeping track & accounting petty cash and cash reimbursements
- Helping auditor's with any further requests or inquiries
- Post bank account transactions & keep them up to date Organize & preserve all the documents & files

**CAPGEMINI BUSINESS SERVICES PVT LTD**

India

**Process Associate, Inter-company**

Jan 2012 - Nov 2013

- Oversee month-end closing accruals and daily invoice processing, ensuring compliance with GAAP

## **SELF-EMPLOYED**

India

### **Private Tutor**

May 2009 - Jan 2012

- Provided personalized tuition to students from nursery to eighth grade, fostering academic growth and confidence.

### **Certifications**

Jan 2013 - Mar 2013

Completed Six sigma Course @ Capgemini Business Services

## **Skills**

**Technical:** Accounts Payable Management, Microsoft Excel, Microsoft Word, Data Entry, GAAP, Financial Reporting, Process Improvement, Gmail