

## *Senior Accountant Resume Sample* [www.timesresumes.com](http://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
- Financial Reporting
- Financial Advice
- Final Accounts
- General Ledger
- Cash accounting
- Bank Reconciliations
- Time Management
- Online Bank Transactions
- Accounts Receivable/Payable
- Expenses Reconciliations
- 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.