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- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with [Number]% accuracy
- Maintained and processed invoices, deposits and money logs
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping
- Generated financial statements and facilitated account closing procedures each month
- Reviewed and processed client payments, including electronic payments and check deposits
- Generated and submitted invoices based upon established accounts receivable schedules and terms
- Diminished outstanding debts by analyzing accounts for issues
- Maintained integrity of general ledger, including chart of accounts
- Provided journal entries and performed accounting on accrual basis
- Cooperated with engineering, manufacturing and corporate accounting to verify adherence to quality standards
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets
- Filed tax returns and prepared governmental reports in compliance with strict standards
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies
- Used accounting software to issue tax returns and prepare consolidated reports

**Education**

Bachelor of Arts: English Literature  
Dr. Ram Manohar Lohia Degree College - Juriya, UP

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### VIKAS TIWARI

3A Makdikhera Near C.N.G. Station, Kanpur, UP 208002 • 731 817 6445 • vt8960@gmail.com

#### Professional Summary

Focused Account Specialist with [Number] years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations. Experienced Account Assistant offering [Number] years of experience in [Industry]. Driven to provide efficient, accurate and high-quality support.

#### Skills

- Account reconciliation specialist
- Data trending knowledge
- Account reconciliation processes
- Calculating liabilities
- Accounting operations professional
- Invoice preparation
- Bookkeeping
- MS Office Suite
- Cash Flow analysis
- ERP software
- General ledger accounting expertise
- Accounts payable and receivable
- Account reconciliation
- Data entry

#### Work History

**Accountant**, 01/2012 to Current  
**Chitra Engineering Company** – Kanpur, UP

- Compiled general ledger entries on short schedule with 100% accuracy
- Analyzed budgets, financial reports and projections for accurate reporting of financial standing
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with [Number]% accuracy
- Maintained and processed invoices, deposits and money logs

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