

Sachin

ACCOUNTS ASSISTANT

Profile

Knowledgeable Accounts Assistance with background tracking financial performance, monitoring accounts payable and overseeing office expenditures. Experienced in assisting with annual accounts and communicating with vendors to reconcile variances. Uses ERP(Self Programmed by IT) & Peachtree Software to advanced level.

Employment History

Accounts Assistance, Advanced Microdevices Pvt Ltd, India

02/2018 - Present

- Maintained the general ledger and balance sheet across accounts receivable, accounts payable, cash accounts, and fixed assets.
- Completed daily and monthly bank reconciliations and noted any discrepancies.
- Produced accurate general ledger entries with ERP Software.
- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Helped with preparation of management accounts and end-month duties.
- Verified items billed against items received, following up with vendors to reconcile variances
- Maintained chart of accounts tracking assets, liabilities, equity, revenue and expenses.
- Directed Accounts Payable (A/P) team to deliver against payment processing deadlines

Education

Bachelor Of Commerce, Financial Accounting., Kalinga University, Chhattisgarh, India

06/2015 - 07/2018

GPA :

Senior Secondary Certificate, Accounts, Haryana Board of School Education., Haryana

04/2013 - 03/2014

The important subjects that i caught under the Commerce stream in Class 12 : **Accountancy, Mathematics, Business Studies, English Core & Hindi Core.**

Score: 65% (GPA 6.00)

Matriculation, Discipline, Haryana Board of School Education., Haryana

04/2011 - 03/2012

I studied in that class like **Mathematics, Science, Social Science, English, Hindi and Punjabi.**

Score : 77% (GPA 7.20)



Personal Details

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NATIONALITY

Indian

PLACE OF BIRTH

Barara, Haryana

Gender : Male

Marital Status : Single

Religion : Hindu

Hobbies

1. Countinuos Learning in Finance.

Skills

Communication Skills

Microsoft Office

Ability to work in a team

Effective Time Managment

Fast Learner

Ability to Work Under Pressure

Adaptability

Ability to Multitask

Met deadlines by managing workload independently

Managed 5 corporate bank accounts.

Accomplishments

- Experience as Accounts Assistant @ **Advanced Microdevices Pvt Ltd** - Since **Feb 2018 - Present** & Supervised team of 05 staff members.

Languages

English	<div><div></div></div>
Punjabi	<div><div></div></div>
Hindi	<div><div></div></div>