

Assistant Accountant

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OBJECTIVE:

Dedicated Assistant Accountant seeking a challenging role to leverage skills in General Ledger Accounting, Account Analysis, and Financial Statements Preparation. Eager to contribute to the growth of an organization and continue personal and professional development.

EDUCATION:

Bachelor of Commerce (B.COM): Lucknow University, Year 2023

12th Standard: U.P Board, Year 2019

10th Standard: U.P Board, Year 2017

CERTIFICATES:

Certificate of Goods & Services Tax (GST): Shia P.G College

Certificate of Perfume Making Course

EXPERIENCE:

CA AAMIR MUMTAZ & CO., Lucknow

Assistant Accountant (January 2024 – Present)

- Proficient in using accounting software like Tally Prime, Busy.
- Skilled in preparing income statements, balance sheets, and cash flow statements.
- Maintains accurate and up-to-date financial records, including accounts payable and receivable.
- Expertise in bank reconciliation to ensure alignment with financial records.
- Experience in tax preparation and compliance, staying updated with tax regulations.
- Able to analyze financial data, identify trends, and provide insights.
- Ensures accuracy in financial records and compliance with accounting standards.

IZHARSON PERFUMERS, Lucknow

Assistant Accountant (January 2021 – July 2023)

- Conducted General Ledger Accounting and reconciled G/L Accounts.
- Successfully managed Month, Quarter & Year-end Close procedures.
- Handled Accounts Receivable/Accounts Payable responsibilities.
- Conducted Bank Reconciliations and prepared Financial Statements for analysis.
- Proficient in Billing, Collections, and Vouchering processes.
- Utilized MS Office, including Excel, for data analysis.
- Performed Data Entry, Payroll processing, and Inventory Maintenance.
- Experienced in using Busy Accounting Software and Tally Accounting Software.
- Managed Journal Entries and Invoicing.

SKILLS

- General Ledger Accounting
- Account Analysis and Reconciliation of G/L Accounts
- Month, Quarter & Year-end Close

- Financial Statements Preparation & Analysis
- Billing, Collections, Vouchering
- Knowledge of MS Office
- Data Entry Operator
- Payroll
- Inventory Maintain
- Busy Accounting Software
- Tally Accounting Software
- Journal Entries
- Invoicing