



JYOTI

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H.No.-541, Behta Hazeepur UP-201102.

Current Location- India

Preferred Location- UAE (Immediate Relocation Possible)

Result-oriented and detail-focused **Accountant** with over 6 years of experience in financial reporting, budgeting, reconciliations, and compliance. Adept at managing accounts payable/receivable, preparing tax returns, and optimizing internal controls. Proven track record of supporting business decisions through accurate financial analysis and maintaining transparency with stakeholders. Proficient in Tally, MS Excel, and GST filings. Seeking a challenging position to contribute to the financial health and growth of the organization.

TECHNICALSKILLS

- Financial Reporting & Analysis
- Accounts Payable/Receivable
- Tally ERP, MS Excel, Busy, MS Office & SAP
- Bank Reconciliation & Ledger Management
- Tax Filing (GST, TDS, VAT, ITR)
- Internal Controls & Audit Support
- Safety & Compliance Standards

SKILLS

- = Financial Reporting & Compliance
- = GST, TDS, and Income Tax Filings
- = Budgeting & Cash Flow Management
- = Reconciliation & Ledger Review
- = Statutory Audits & Coordination
- = MS Excel (VLOOKUP, Pivot Tables, etc.)
- = Team Collaboration & Communication
- = Accurate Documentation & Records

EDUCATION

M.B.A (Finance)

swami Vivekananda Subharti University,
Meerut Sept- 2023 .

Bachelor of Commerce University of Delhi-School
of Open of commerce, Jan-2020.

PASSPORT DETAILS

- **Passport No** : AA028714
- **Date of Birth** : 24th May 1996
- **Nationality** : Indian
- **Date of issue** : 05/05/2025
- **Date of expiry** :04/05/2035

WORKEXPERIENCE

PYC & Associates|India|Accountant|December2022-Present

Key Result Areas:

- As a R2R Specialist we need to perform activities of P&L & B/s
- We need post GL to GL entries in SAP by FB50
- We need to reconcile the bank on daily, weekly basis.
- depend on the volume of transactions
- We also need to reach out to the different team for the open items & get it closed.
- Maintaining various trackers & perform activities associated with it.
- We need to clear the general ledger at month end by F-03 Various month end reporting & reconciliation need to be prepared at every month End
- Working on various T Codes of Sap S4 HANA including FB50, F-03, FBL3N, FS10N, FBR2, FB03, FB02, FBRA, F.15, F.14, FBD1 etc.
- Performing basic to advanced operation of Excel (SUMIF, SUMIFS, Subtotal, Filter, Macros, VLOOKUP)

Life Steriware |India|Senior Accountant|April2021–Nov-2022.

Key Result Areas:

- Preparing Bank reconciliation statement.
- Preparing Invoice.
- Maintaining the records of the employees 'attendance salary, leave record etc.
- Coordinating with HO regarding the Queries and complaints of customers.
- Maintaining Cash Vouchers etc.
- Maintaining records of Bank Account Status (Monthly & Daily basis).
- Handling of Agents and calculation of their commission of deposits.
- Compliance with CGST, SGST,VAT and IGST provisions.

PREVIOUS EXPERIENCE

Manish K Sing & co. | Delhi | Accounts Executive Oct'19-To Nov' 21.

- Preparing Invoice.
- Preparing Bank reconciliation statement.
- Tally Data Entry of Journal, Payment, Receipt, Sales, Purchase and Contra Entries.
- Preparing Weekly Accounts Receivables and Accounts Payables Reports.
- Filing and Payment of TDS.
- Filing and Payment of Profession Tax.
- Computation of Service Tax.
- Payment of Monthly related Expenses.
- Preparing Cash Vouchers and Cash Handling.
- Collecting of Form 16A from Customers & Issue of Form16 to Employee &16A to Suppliers.
- Maintaining records of Bank Account Status (Monthly & Daily basis).
- Collecting and Verifying Tax Proofs documents from Employees.
- Reimbursement of Employee's related expenses.
- Maintaining employee's salary record.
- Entering Data in Saral Pay pack Software.
- Compliance with CGST, SGST, VAT and IGST provisions.

I hereby declare that all the above information give by me is true of my best knowledge.