



Pushkar Srivastava

Accounts Assistant

My Contact

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Panipech, Jaipur, Rajasthan,
302016

Hard Skill

- Managed Income & Expense A/Cs
- Bank Statements & Accounts Reconciliation
- Financial & Year end accounting
- Invoice Booking into Sage Software
- Bill Payments via banking portals

Soft Skill

- MS-Excel ; MS- Word ; MS- PowerPoint
- Team worker
- Good Communication skills
- Multi-tasking

Education Background

- **Suresh Gyan Vihar University**
Masters in Business Administration
2022-2024 (Online Mode)
- **S.S. Jain Subodh Commerce College**
Bachelors of Commerce (2016-2019)
Aggregate Percentage - 69%
- **Shri Bhawani Niketan Public School**
Major in Commerce (2015-2016)
Percentage - 80%

About Me

Dedicated and detail-oriented Accounts Assistant with around 2 years of experience in Corporate. Eager to apply maximization skills in monitoring, maintaining, and completing client billing and reconciliations. Like to face new challenges and opportunities which comes in my way. I've been a reliable team man in every organization for every manager.

Professional Experience

SKS Business Services | Accounts Assistant *February, 2023 – Present*

Key responsibilities:

- VAT Reconciliation
- Invoice booking for expenses, purchases & incomes
- Age debtors and creditor analysis
- Preparation of client engagement letters.
- Payroll entries posting and reconciliation
- Track, monitor and analyze daily bank transactions
- Bank Payments by preparing templates on different Global Banks
- Prepare Insurance claim amounts sheet
- Opening & maintaining of bank accounts
- Managed Client queries via emails

Formidium | Associate *2021 – 2022*

Key responsibilities:

- Paying invoices on Bank portals & Bill.com portal
- Monthly prepare data of subscription & redemption amount of investor
- Managing & Paying Collateral movements
- Managed whole Treasury Department

Donepull Consultant | Finance Executive Intern *March 2021 – July 2021*

Key responsibilities:

- Preparation of attendance sheet
- Procure to pay checking & verification of Invoices
- Enter the data of Invoices in VMS PwC software
- Audited at Coca-Cola outlets
- Preparation of MIS Report

Achievements

B.COM Part 3 Stood 2nd in the final year of graduation

12th Class 3rd Ranker in the whole class

Sports Always been a team member & excellent in Cricket & Football