

## Skills

- GL accuracy
- Payroll operations
- Collections and invoice processing
- Account evaluation
- Invoicing and collections
- Budgets and forecasting
- Record preparation
- Intercompany transactions
- Cost accounting
- Data entry
- Journal entries
- Purchase order management
- Bank reconciliation
- Verbal and written communication
- Invoice processing
- Internal controls
- Expense documentation
- Attention to detail
- Goal oriented
- General ledger maintenance
- Accounts receivable management
- Financial tracking
- Analytical reasoning
- Year-end closing
- Credit control
- Payment processing
- Accounts payable management
- Statement reconciliation
- Month-end closing support
- Client relations
- Invoice generation
- Journal entry review
- Expense tracking
- Account monitoring
- Payroll processing
- Work prioritization
- MS office
- Account reconciliation

## Education And Training

09/2021  
**Bachelor Of Commerce:**  
**D.H.S.K Commerce College**  
Dibrugarh

## Languages

**English:** C1  
Advanced  
**Hindi:** C1  
Advanced

## Summary

Results-oriented accounting professional with several years of experience in accounting, financial analysis, and audit-related settings. Quick and eager learner with acute attention to detail and a consistent track record of identifying process improvements to drive quality, accuracy, and efficiency.

## Experience

**Khemka Associates - Assistant Accountant**  
Dibrugarh  
11/2021 - Current

- Posted financial data in Excel spreadsheets and managed inventory.
- Conducted regular audits of financial transactions to ensure accuracy.
- Coordinated with external auditors to facilitate annual audits.
- Managed and trained team members to enhance audit department performance and increase operational efficiency.
- Oversaw full accounting cycle and prepared applicable financial statements.
- Performed audits of operational and financial areas to check compliance.
- Minimized internal accounting department backlogs by updating accounts and generating reports.
- Performed month-end close procedures such as journal entries and reconciliations.
- Maintained accurate accounts for cash, fixed assets and other transactions.
- Delivered superior level of customer service to small business clients.
- Updated financial systems with recent transactions and maintained digital and paper records.
- Processed accounts payable and receivable invoices in an accurate manner according to company policy.
- Managed daily bookkeeping tasks, including journal entries and ledger maintenance.
- Ensured compliance with relevant laws, regulations, policies, and procedures.
- Implemented financial policies and procedures to improve efficiency.
- Maintained confidentiality of financial information and employee records.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared financial statements and reports for management review.
- Organized and maintained filing systems for all accounting documents.
- Reconciled bank statements and resolved discrepancies in a timely manner.