

Mohali, India

Dynamic Accounts Manager with a decade of proven expertise in financial operations, adept at enhancing accuracy and efficiency in accounting practices across diverse industries. Demonstrated ability to manage daily financial operations, ensuring timely reporting and compliance with internal controls. Proficient in financial data analysis and journal entries, leveraging advanced software tools to drive informed decision-making. A strong communicator, skilled in liaising with auditors and stakeholders to uphold financial integrity and resolve discrepancies. Committed to continuous improvement and innovation in accounting processes to support organizational goals.

Skills

- Communication
- Leadership
- Ability to Multitask
- Microsoft Office
- Fast Learner
- Ability to Work in a Team
- Financial Reporting
- Financial Accounting
- Indian Direct & Indirect Taxation
- Netsuite (Oracle)
- Tally ERP9 & Prime
- Quickbooks Online

Employment History

Biling and Accounting
Manager at Prairie
Logistics Pvt Ltd,
Mohali

Jan 2024 - Present

- Automating Invoice Processing:** Extracting data from invoices and entering it into accounting systems.
- Payment Scheduling:** Suggesting optimal payment dates to manage cash flow effectively.
- Vendor Communication:** Drafting payment reminders and handling routine vendor inquiries.
- Compliance Checks:** Ensuring payments adhere to company policies and regulatory requirements.
- Invoice Generation:** Creating and customizing invoices based on services rendered.
- Payment Tracking:** Monitoring received payments and outstanding balances.
- Collection Reminders:** Sending reminders to clients for overdue payments.
- Cash Flow Analysis:** Providing insights into cash flow trends and suggesting improvements.
- Data Import:** Importing bank statements and matching transactions with internal records.
- Discrepancy Identification:** Highlighting and explaining discrepancies between bank statements and company records.
- Report Generation:** Creating reconciliation reports for auditing and compliance purposes.

Sr Accounts & Finance Manager (Canada, India & US) at PGEIN Pvt Ltd, Chandigarh

June 2021 — May 2024

- Account lead on four local clients and supported local Arranged invoice for documentation.
- Responsible for accurate and timely monthly, quarterly and year end close. Responsible for the timely reporting of all financial information monthly.
- Sign and certify the issues concerning the collection Responsible for making real-time updated reports that are used in analyzing the source of problems reported, located trends and recommended measures to minimize or eliminate future occurrences.
- Review the financial statement consolidation process of a real estate Manage daily accounting and financial operation.
- Verification of accounting entries, maintain timely and accurate input of information in the accounting system.
- Complex running of taxes and accounting office. Preparation of asset, liability and capital account entries by compiling and analyzing accounts. Ensure internal control on branch work correctly.
- Follow up on, collect and allocate payments. Investigate and resolve customer queries. Prepare weekly payment arrangement. Research and resolve payment discrepancies.

Sr. Accounts & Taxation Manager at Corporate Incentives Solutions Pvt Ltd, Chandigarh

January 2020 — June 2021

- Carry out billing, collection and reporting activities according to specific deadlines.
- Ensure internal control on branch work correctly.
- Follow up on, collect and allocate payments. Work experience Generate and send out invoices. Investigate and resolve customer queries.
- Maintain up-to-date billing system. Prepare asset, liability, and capital account entries on system. Prepare weekly payment arrangement.
- Research and resolve payment discrepancies.
- Responsible for reporting financial statements annually to consultants and directors.
- Conducted thorough bank reconciliations and meticulously reconciled accounts between the general ledger, subsidiary ledgers, and financial statements, ensuring data integrity and accuracy.

Accounting & Finance Manager at JKG Realtech Pvt Ltd, Ghaziabad

December 2015 — January 2025

- Collaborated with accounting and finance teams to create monthly and quarterly financial reports
- Prepared monthly, quarterly and annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- Collaborated with colleagues to implement a new accounting system, resulting in improved accuracy and efficiency in financial reporting
- Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices
- Carry out billing, collection and reporting activities according to specific deadlines.
- Verification and posting all accounting entries, maintain timely and accurate input of information in the accounting system.
- VAT, Service Tax, GST, TDS Generation and filling
- Researched and resolved customer billing disputes, resulting in improved customer satisfaction and retention
- Reconciled the company's general ledger and identified discrepancies,

Accounts & Finance Executive at Natural Herbs & Formulation, Dehradun

October 2013 — November 2025

- Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments
- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Reconciled bank accounts and resolved discrepancies with internal and external stakeholders, resulting in a 99% reduction in errors

Education

Master of Business Administration, Lovely Professional University, Mohali

February 2025 — March 2027

**PG, DAV PG COLLEGE,
Dehradun**

August 2012 — January 2015

Languages

English