**Professional Summary**

Highly organized and detail-focused **Accounting Professional** with track record of accurately and efficiently supporting overall accounting activities.

**Skills**

* 3 years of experience in the Accounting field
* Quick learner and adaptable to changing environment
* Proven Technology skills; Proficient with Ms Office (Word, Excel, PowerPoint, Outlook)
* Self Learning QuickBooks from LinkedIn

**Professional Experience**

* Team player who can work independently as well
* Provide complete attention to detail and meeting deadlines
* Excellent written and verbal communication skills

**Full Time parenting (Career Break) Oct 2020 - Jan 2023**

An extended period of maternity leave to bring up my son

**Junior Accounts Receivable Clerk**

**Hercules SLR (Voluntary Layoff) July 2019 – Mar 2020**

* Processed and applied cash, wire, EFT and credit card payments to customer account
* Reconciled ledger to validate payments accounted for and accurately posted
* Assisting in month end closing process with Journal entries
* Prepared and emailed Statement to the clients

**CVITP Tax Accountant (Volunteer)**

**Canada Revenue Agency- Halifax NS Mar 2019 - Apr 2019**

* Interviewed clients, reviewed the original documents, successfully and accurately prepared and submitted individuals Income Tax returns through E-File system.
* Accepted training about individual income tax from the CRA volunteer program and the tax clinic.

**Accountant** **May 2011 – Feb 2013**

**Knovate Co-Partnering Pvt. Ltd. ­Mumbai, India**

* + Completed Bank reconciliations, created invoices and collected on overdue accounts
* Processed payments for vendors, employees reimbursement and payroll to ensure accuracy
* Monitored and reconciled the status of account receivables and payables to facilitate efficient processing
* Collaborated extensively with external auditors to provide in depth assistance

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**Education**

Bachelor of Commerce (B.Com) from University of Mumbai, India **July 2006**

**Certification**

Sage 50 Training through ISANS **Jan 2019**

* Accounts Training through ISANS **Mar 2019**