

Preeti Panwar

Accounts Assistant

Contact

Gurugram, Haryana

9958900210

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Multifaceted Job Title with Number year background handling daily data entries, income and sales reports, sales receipt and bank account transactions. Flexible and fast learner possessing professional phone demeanor and strong customer- oriented communication skills.

Focused Accounting professional with number years of experience maintaining financial records and reviewing account activity . Proven track record of developing accurate spreadsheets and delivering organized reports with software .

Accomplished in taking on tasks with strict deadlines while prioritizing urgent needs . Helpful Accounting Assistant with proven history of maintaining excellent services by taking initiative and helping to modernizing offices. Hardworking and reliable professional ready for type job .

Precise Bookkeeper with Number years of experience working with the organization . Expert in Financial planning and management with proven history of reliability and skill . Meticulous, quick- learning worker committed to accuracy and efficiency.

Resourceful Accounts Assistant knowledgeable in Quickbooks, Freshbooks and MS Excel. Meticulous multi- tasker bringing Number years of experience handling bookkeeping activities and correcting accounting errors . Skilled at analyzing complex situations and finding unorthodox solutions to challenging problems .

SKILLS

- **Ledger and journal entries**

- **Month- end reports**
- **Payment reconciliation**
- **Bookkeeping**
- **Account Reconciliation**

WORK HISTORY

ACCOUNTS ASSISTANT, BAR COUNCIL OF INDIA

2012- 10 to 2020-10

Employer, New Delhi

- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Organized data into multiple spreadsheets to streamline data.
- Maintained clean and organized files by keeping accounts payable records up- to- date.
- Maintained accurate and complete documentation for all financial department procedures.
- Supervised daily bookkeeping operations with attention to accounts receivable, accounts payable, bank reconciliation and disbursements.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Directed clients to appropriate accountants, answered phone calls and replied to office emails for excellent services.
- Reviewed general ledger entries and assessed accuracy.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Achieved results by quickly and efficiently reviewing company purchases documents and receipts.

EDUCATION

- Bachelors of Business Administration (BBA), Indraprastha University (IP), New Delhi, India

- Master of Business Administration (MBA)(Finance & HR), Swami Vivekanand Subharti University, Meerut, Uttar Pradesh, India

CERTIFICATIONS/ DIPLOMAS OR WORK RELATED TRAININGS

At Mahanagar Telephone Nigam Limited, Rohini, New Delhi

INTERESTS

Painting