

VAISHALI VERMA

Accountant

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📍 Delhi, India

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EDUCATION

Master of Commerce

Accounting

IGNOU

📅 January 2021 - current

📍 Delhi, India

Bachelor of Commerce

Accounting

Delhi University

📅 May 2016 - July 2019

📍 Delhi, India

SKILLS

- GAAP accounting principles
- Accounts payable
- Account receivable
- Financial reporting
- Tax accounting
- Expense reporting
- MS Excel
- MS Powerpoint

CAREER OBJECTIVE

With over a decade of experience establishing best accounting practices at growing tech companies, I have learned the value of proactively identifying and removing roadblocks to allow accounting to scale with the company. Motivated to continue this work at an early-stage financial consumer startup.

WORK EXPERIENCE

Accountant

Guo Techno Filaments Private Limited

📅 July 2019 - current

📍 Delhi, India

- Making Invoices/Bills and submitting to the client and follow up the payment
- Built out processes for monthly and quarterly filing of goods and service tax returns and maintain TDS return details.
- Oversaw balance sheet across cash accounts, accounts receivable, prepaid assets, fixed assets, accounts payable, and accrued expenses
- Preparing of Tax invoices, Vouchers & Agency Payment, outstanding list of Debtor & making Payment follow-up, Reconciliation of Bank Statement at the end of month, Import documents and salary register in MS-Excel
- Maintenance of records of all personal information of employees and Book Maintain on Tally erp9.

Intern

Mittal & Associates

📅 March 2018 - April 2019

📍 Delhi, India

- Maintained company general ledger, monthly close processes, and account reconciliations.
- Prepared financial statements in accordance with GAAP that conformed to the monthly company budget process
- Performed monthly bank reconciliations and Book Maintain on Tally erp9.
- Built out processes for monthly and quarterly filing of goods and service tax returns.

Aumex Private Limited

Accounts Assistant

📅 June 2017 - February 2018

📍 Delhi, India

- Handling Billing and Maintain Credit Reports.
- Handling US Petitions, Bankruptcy Petitions and Canada Billing Process.