

Senior Accountant

SHALU RATHORE

8766336592 | shalurathore53951@gmail.com
4/259, Rattan Vihar, Kirari Suleman Nagar, Delhi-86
Age 26 – Unmarried (Female)

PROFESSIONAL SUMMARY

Results-driven Accounts & Finance professional with 7+ years of experience handling end-to-end accounting operations, GST compliance, reconciliations, and statutory reporting. Known for improving accuracy, strengthening audit readiness, and streamlining month-end closures using Tally and advanced Excel. Strong in managing high-volume transactions and ensuring 100% compliance with regulatory requirements.

CORE SKILLS & COMPETENCIES

- Accounting & Bookkeeping
- General Ledger & Finalization of Accounts
- GST (GSTR-1, 3B, 2A/2B Reconciliation)
- TDS Compliance & Returns
- Accounts Payable & Receivable
- Bank, Vendor & Balance Sheet Reconciliation
- Audit Support & Documentation
- Cost Centre & Expense Analysis
- MIS & Financial Reporting

TECHNICAL SKILLS

- Accounting Software: Tally ERP 9, Tally Prime, Busy
- Taxation Tools: GST Portal, E-Way Bill
- Applications: MS Excel, CRM Software
- Other: Travel & Expense Management Software

EDUCATION / CERTIFICATION

HIGH SCHOOL 10TH – CBSE Board	2013-2014
INTERMEDIATE 12TH – CBSE Board	2015-2016
BACHELOR OF COMMERCE – Delhi University	2017-2020
MASTERS OF COMMERCE – Delhi University	2022-2024

ATTRIBUTES

- Hardworking, reliable, and detail-oriented
- Strong analytical and problem-solving skills
- Quick learner with adaptability to new systems
- Proactive and deadline-driven professional
- Effective team player and mentor

CAREER GRAPH

Duration	Organization	Designation
Nov 2024 – Till Date	ESS GEE TRENDZ PVT LTD	Senior Accountant
Sep 2022 – Nov 2024	NITSA HOLIDAYS	Senior Accountant
Jun 2018 – May 2022	COFE IMPEX PVT LTD	Accounts Executive

WORK EXPERIENCE

ESS GEE TRENDZ PVT LTD – (SENIOR ACCOUNTANT) – New Delhi

Nov 2024 – Till Date

- Supporting preparation of financial reports and periodic reconciliations
- Maintaining accurate books of accounts and general ledger in Tally Prime
- Handling GST compliance, including return preparation, filing, and reconciliation
- Assisting in Income Tax (ITR) data preparation and documentation
- Raising sales invoices and ensuring proper accounting entries
- Performing stock reconciliation and resolving inventory variances
- Conducting branch-wise reconciliation to ensure accuracy across locations
- Ensuring statutory compliance with GST and Income Tax regulations
- Managing and maintaining accounting, tax, and audit-related documents
- Supporting month-end closing activities and ledger verification.

NITSA HOLIDAYS – (SENIOR ACCOUNTANT) – New Delhi

Sep 2022 – Nov 2024

- Prepared and reconciled monthly journal entries and financial statements
- Maintained accurate general ledger and ensured smooth month-end closures
- Led year-end closing activities in coordination with auditors
- Streamlined balance sheet reconciliations to improve financial accuracy
- Analyzed monthly expense variances and reported insights to management
- Optimized cash flow and strengthened vendor payment terms
- Managed credit cards, travel wallets, and company payments with zero penalties
- Trained junior staff on accounting procedures and internal controls
- Supported system transitions and process improvements.
- Processed individual and bulk bank payments via CMS.

COFE IMPEX PVT LTD – (ACCOUNTS EXECUTIVE) – New Delhi

Jun 2018 – May 2022

- Processed 1,200+ vendor invoices monthly with accuracy and timeliness
- Managed accounting of cash, credit, fixed assets, and accrued expenses
- Conducted GST reconciliation with GSTR-2A and ensured compliance
- Applied TDS deductions as per applicable sections and slabs
- Maintained organized physical and digital financial records
- Reconciled e-commerce portal payments with Tally.