Resume format for accountants and finance executives

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MEENAKSHI TALREJA
[City] | [Phone] | [Email]

SUMMARY
Accounts executive with six years in a mid-sized trading business. Handles day-to-day books, month-end closing and audit support. Seeking a senior accountant role with ownership of close and reconciliations.

EDUCATION AND PROFESSIONAL COURSES
B.Com, Willowmere College of Commerce, 2020
Cost and management accounting intermediate stage: cleared one group

ACCOUNTING SCOPE
Accounts payable and receivable | Bank and vendor reconciliations | Month-end closing and schedules
Preparing working files for return filings | Audit coordination | Fixed asset register upkeep

SOFTWARE AND TOOLS
Accounting package: one desktop accounting package and one cloud accounting tool
Spreadsheets: advanced formulas, pivot tables, lookups
Other: bank portal uploads, expense reporting tools

EXPERIENCE
Senior Accounts Executive, Pinecrest Trading Company (fictional) | 2022 - present
- Close the books for a business with about 600 active vendors and customers; the close moved from the 12th working day to the 7th after I introduced a daily reconciliation habit.
- Prepare working files for return filings and for the external auditors; the last audit had no pending queries on my schedules.
- Cleared a backlog of old unreconciled receivables by contacting 40 customers and agreeing a clean-up plan.

Accounts Executive, Saffron Row Traders (fictional) | 2020 - 2022
- Entered and checked purchase and sales vouchers, raised payment runs and kept the cash book.
- Prepared the monthly expense review for the owner.