YOUR FULL NAME

ACCOUNTS EXECUTIVE / FINANCE OPERATIONS

[City, State] | [+91 XXXXX XXXXX] | [name@email.com] | [LinkedIn / Portfolio]

PROFESSIONAL PROFILE

Detail-oriented [finance / commerce] candidate with familiarity in [bookkeeping, invoice processing and reconciliation]. Proficient in [Excel, Tally or ERP] and committed to timely, accurate financial records and audit-ready documentation.

CORE SKILLS

Accounting: [Journal entries, accounts payable/receivable, ledger reconciliation]

Compliance: [GST, TDS, invoicing, statutory documentation - only if known]

Applications: [Tally Prime, MS Excel, ERP, financial reporting]

ACCOUNTING EXPERIENCE

[Accounts Assistant / Finance Intern] | [Company] | [Dates]

- Recorded [invoice / payment / expense] entries in [software] in line with [process].
- Reconciled [bank / vendor / customer] statements and investigated [mismatches].
- Prepared [receivables / expense / tax] summaries for [monthly review / filing].

SELECTED PROJECTS

[Financial Reporting / Reconciliation Project] | [Year]

- Created [Excel workbook / report] to categorize and validate [transactions / balances].
- Presented [variance / trend] and documented [corrective step / control].

EDUCATION

[B.Com / BBA / M.Com / MBA] | [College] | [Year]

CERTIFICATIONS & ADDITIONAL DETAILS

[Tally / Advanced Excel / GST training] | [Issuer]