

pravallikanandhi@gmail.com

8106762949

Hyderabad 500058

Skills

- Expense Tracking
- Payroll Administration
- Invoice Processing
- Correspondence Management
- Financial Statement Review
- Bookkeeping
- Finance

Education And Training

05/2023

Master Of Science:

Accounting and Finance

University Of Leicester

Leicester

05/2018

BBA:

E Commerce

RG Kedia College Of Commerce

Hyderabad

04/2015

Intermediate :

Commerce

Sri Medhavi Junior College

Hyderabad

Languages

Telugu: First Language

English: C2

Proficient

Hindi: C2

Proficient

German: A2

Elementary

Pravallika Nandi

Summary

Capable Accounting Assistant skillful in data collection and analysis with meticulous eye for detail. Known for strong general ledger accounting, account reconciliation and audit support. Expertise in accounting software

Experience

UNQUIE DECORS - Accountant Assistant

Leicester , Uk

03/2022 - 10/2022

- Processed invoices and reconciled accounts payable transactions.
- Reconciled bank statements by comparing statements with general ledger entries.
- Maintained accounting ledgers by verifying and posting account transactions.
- Provided support to the Accounting Manager as needed.
- Resolved discrepancies between payments received and outstanding invoices.
- Calculated taxes owed based on current regulations.
- Analyzed financial information detailing assets, liabilities and capital.

Planet Finance - Accountant

Hyderabad , India

08/2019 - 05/2021

- Prepared monthly and year-end closing statements, financial documents and invoices.
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Created journal entries accurately and timely for month end close processes.
- Calculated and prepared checks for utilities, taxes and other payments.
- Performed general ledger reconciliations on a timely basis.