

RISHABH BHARDWAJ

Accountant

connect@rishabh-bhardwaj.com ✉

+1 226-243-4038 📞

New Delhi, India 📍

www.rishabh-bhardwaj.com 🌐

linkedin.com/in/rishabh-bhardwaj in

Result-Oriented professional with 5+ years of experience and a proven knowledge of accounting expertise, bookkeeping, accounts payable, accounts receivable, and taxation. Aiming to leverage my skills to successfully fill the Bookkeeper role at your company.

WORK EXPERIENCE

Controllership Associate Ameriprise India LLP

01/2019 - Present

India

A diversified financial services company providing financial planning products and services, like wealth & asset management etc.

Achievements/Tasks

- Keep financial records and establish, maintain and balance various accounts using manual and computerized software and ERP like SAP Ariba, Work Day Financials, Oracle PeopleSoft etc.
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers, prepare other statistical, financial and accounting reports, monthly trackers & dashboards.
- Process vendor invoices and employee expense reports, calculate and prepare check for payroll, utility, tax and other vendor bills as per TAT.
- Prepare tax returns, payments, necessary paperwork and perform other bookkeeping services. Keep track of industry trends and changes related to taxes along with statutory compliances.
- Accountable for recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets, recording depreciation, and accounting for the disposition of fixed assets.
- Offer support and guidance during audits by preparing schedules and financials and coordinating activities of external auditors.

Coordinator Accountant

Convergys India Services Private Limited

12/2015 - 12/2018

India

A corporation based in Cincinnati, Ohio, that sold customer management and information management products, primarily to large corporations.

Achievements/Tasks

- Prepare and filing of tax returns on regular events of 5 business units across the country, maintaining statements for audits.
- Ensure we comply with regulations by forwarding required information to federal, state, and local authorities.
- Regularly reviewing systems and making updates and improvements where necessary. Identifying areas where business can reduce tax, make claims and increase profit.
- Successfully Adapted and implemented to new indirect tax regime.
- Liaising with the Taxation Office and other regulatory bodies when required to process GST & Service Tax refunds and replying to Assessment orders issued.

SOFT & TECHNICAL SKILLS

Office 365

Oracle PeopleSoft/Sage/Quickbooks

SAP Ariba P2P & Concur Expense

Multi-Task

Interpersonal and communication

Enjoy Team Environment

Deadline Oriented

AWARDS

Gold Award (03/2020 - 07/2020)

- **From Ameriprise India LLP** for performing all Accounts Payable tasks and completing month-end activities before deadline, including urgent Ad-hoc requests while working remotely.

Knight - Employee Of The Quarter
(01/2018 - 03/2018)

- **From Convergys India Services** for being an outstanding employee from the three preceding months.

EDUCATION

ACCA

Association of Chartered Certified Accountants

Exams

- Passed 4.

Diploma - Financial Management

Narsee Monjee Institute of Management Studies

2019 - 2020

1st Division, 4th Rank

Diploma in BPO Finance & Accounting

Indira Gandhi National Open University

2018 - 2019

1st Division

Bachelor of Commerce - (Hons)

University Of Delhi

2015 - 2018

2nd Division

CERTIFICATES

- Lean • French Language • GST (Goods & Service Tax) • IELTS (7.5 Band)