

SARANSH PANDEY

JUNIOR ACCOUNTANT

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SUMMARY

Commerce graduate with hands-on experience as a Junior Accountant in a manufacturing company. Strong foundation in general ledger accounting, journal entries, reconciliations, and basic GST concepts. Proficient in MS Excel (VLOOKUP, Pivot Tables) and Tally ERP. Seeking an entry-level opportunity in audit and assurance to contribute analytical and accounting skills in a structured professional environment.

TECHNICAL SKILLS

General Ledger Accounting	MS Excel (VLOOKUP, Pivot Tables, Data Reconciliation)	Strong Communication
Journal Entries and Reconciliations	Tally ERP and Tally Prime	Analytical Thinking
Balance Sheet Finalisation Support	MS Office Suite	Deadline- Orientated
Basic GST Knowledge		

PROFESSIONAL EXPERIENCE

Prakash Steel Products Pvt Ltd

Feb- July 2025

- Passed journal entries and maintained general ledger.
- Performed balance sheet and bank reconciliations.
- Assisted in monthly closing activities.
- Maintained purchase and sales registers.
- Assisted in GST data preparation.
- Coordinated with vendors and internal stakeholders for documentation and reconciliation.

EDUCATION

Calcutta University

2021-2024

Bachelor of Commerce (Honours)

ADDITIONAL INFORMATION

- Flexible to work extended hours for client deadlines.
- Quick learner and detail-oriented.
- Detail oriented and thorough in reviewing financial statements.
- Familiar with auditing procedures and document verification.
- Familiar with preparing reports for management review.
- Able to coordinate with internal teams and clients for documentation.