

Suman Nijhawan

Objective

Seeking a position as a bookkeeper or assistant accountant

Professional Skills

Accounting & Bookkeeping Skills

- Over 10 years experience as an accountant, serving the governmental payroll and pension benefits
- Highly skilled at auditing general ledgers, reconciling accounts and providing discrepancy reports
- Able to handle cash, credit and check transactions and perform daily register balancing
- Experience with QuickBooks 2008

Office / Clerical Skills

- Formally trained in and proficient with Microsoft Office Suite (Word, Excel, Outlook, Access)
- Excellent keyboarding skills: 47 wpm @ 98%accuracy
- Organized and efficient, able to multiplex between various administrative tasks to meet demand
- Highly disciplined, able to work with little or no supervision, yet able to work effectively in team setting

Supervisory / Management Skills

- Over 2 years experience as Supervisor of Administration, responsible for General Provident Fund Sections
- Able to monitor employee performance and provide annual written appraisals to ensure high standards
- Experience training new staff on standard office procedures and expectations

Employment History

Office Cash Clerk *Service Cleaners, Orangevale, CA* **2/2007 - Present**

Interfaced with customers; Prepared batch reports and terminal summary; Received phone calls and provided status on orders; Handled cash transactions and made bank deposits.

Accounts Office Supervisor *Pay & Accounts Office
Government of India – New Delhi, India* **1/2004 – 5/2006**

Supervised work of office administration; Audited payroll of government employees; Issued authorities for pension payment to retired government employees. Performed interest calculations of General Provident Fund (GPF); Audited GPF ledgers and broadsheets. Reconciled and compiled government accounts on a monthly basis. Drafted official government correspondences.

Account Clerk *Ministry of Home Affairs
Government of India – New Delhi, India* **7/1994 – 1/2004**

Performed calculations for payroll of government employees; Calculated pension sheets for retired government employees and prepared and authorized pension payment orders.

Education

Bookkeeping & Accounting Certificate - *Occupational Skills Center Sacramento, CA* - Dec 2008

Bookkeeping/Office Technology - *Sunrise Technology Center, CA* - Jan 2008

Bachelors of Commerce - *University of Delhi, New Delhi, India* - June 1992