SAURABH MIYANI

ACCOUNTANT/BOOK KEEPER - Tally ERP, Accounting Principles & Tax Regulations

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SKILLS

- **Programming Languages**: Python for automation and financial calculations, Pandas, NumPy, and Matplotlib.
- **Accounting Software**: QuickBooks, Tally ERP 9, Sage Accounting, reconciliations, and tax computations.
- **Advanced Excel**: Excel, including the use of complex formulas, pivot tables, Power Query, and VBA.
- **Regulatory Knowledge**: GAAP, IFRS, GST, Income Tax, and global regulatory compliance in accounting.
- **Accounting Operations**: Accounts Receivable/Payable management, including invoicing, and credit control.

WORK EXPERIENCE

Senior Accountant   **August 2020 – September 2024**
Saurabh Miyani & Co   *India*

- Recorded period-end journal entries for entities with emphasis on accurate classifications and correct posting to general ledger, 10% reduction in errors through establishment of rationalized, consistent journal entry protocols.
- Facilitated balance sheet reconciliations, comparing trial balances with supporting documents, identifying discrepancies, ensuring regulatory compliance, increasing reconciliation accuracy by 15% through data validation.
- Prepared GST filings by utilizing accounting software to extract and verify transactional data, ensuring tax submissions and reducing discrepancies in filings by 25% through implementation of robotized data entry tool.
- Monitored cash flow activities, processed vendor and investor payments, improving overall liquidity management by 20% through optimized cash handling, disbursement processes, and advanced forecasting models.

Senior Accountant   **August 2017 – July 2020**
Goyani Associates   *India*

- Directed statutory audits for clients by performing analytical procedures to identify material misstatements, ensuring compliance with Indian Accounting and Auditing Standards, reducing regulatory penalties by 15%.
- Directed the preparation of comprehensive financial reports, incorporating variance analyses and cash flow projections, which reduced the time required for report generation by 20% and improved overall financial accuracy.
- Analyzed improvements in internal audit processes by optimizing the preparation of year-end audit working papers, reducing document preparation time by 30% through the development of refined templates.
- Addressed ad-hoc reporting requests, providing actionable insights and strategic recommendations to management and external auditors, improving reporting efficiency by 10% and strengthening audit processes in time.

Accountant   **January 2016 – July 2017**
Rayzon Green Energies (Solar Panel Manufacturer)   *India*

- Maintained and balanced financial records using accounting software to process and categorize financial transactions, ensuring timely and accurate preparation of financial statements, increased reporting accuracy by 15%.
- Orchestrated in-depth cost-benefit analysis by evaluating operational expenses and revenue generation metrics, resulting in more informed decision-making by senior executives, improving overall financial forecasting by 10%.
- Managed the payroll processing, tax filings, and reconciliations, ensuring adherence to Direct and Indirect tax regulations, optimized reporting workflows, which ensured 0 discrepancies in tax filings for 3 consecutive quarters.
- Guided forensic audits, identifying discrepancies in financial records through data mining, and implementing corrective measures, reducing financial reporting errors by 20% and ensuring regulatory compliance protocols.

Article Assistant   **April 2013 – September 2015**
Kapadia & Birader   *India*

- Prepared financial statements and tax audit reports by gathering, validating, and analyzing client data using financial analysis tools. Ensured compliance with Ind AS, reducing discrepancies in audit reporting by 10%.
- Managed tax filings and conducted detailed ledger scrutiny using automated reconciliation software, improving the accuracy and transparency of client financial records by 12%, ensuring minimizing the risk of audit penalties.
- Liaised in auditing process by verifying transaction authenticity, conducting vouching procedures, and ensuring supporting documentation complied with regulatory requirements, improving audit effectiveness by 15%.
- Revamped with audits by verifying transaction authenticity and improving the overall compliance process through thorough documentation verification, reducing audit errors 12% through enhanced procedural controls.

EDUCATION

Chartered Accountant   November 2019
Institute of Chartered Accountants of India, India

Bachelor of Commerce   March 2012
Veer Narmad South Gujarat University, India