

Jatin Narang

ACCOUNTING ASSISTANT — General Ledger Accounting, Advanced Excel & QuickBooks

✉ narangjatin23@gmail.com ☎ (+1) 647-897-2542 📍 Ontario in [LinkedIn](#)

SKILLS

- **Accounting Operations:** General ledger entries, bank reconciliations, fixed asset tracking, AP & AR.
- **Financial Reporting:** Journal entry preparation, financial statements, month-end close, year-end close.
- **Variance Analysis:** Budget variance reports, trend identification, income statement review, ratio metrics.
- **Accounting Standards:** GAAP compliance, IFRS frameworks, depreciation rules, accrual principles.
- **Tools & Software:** Advanced Excel, PivotTables, VLOOKUP, SUMIF, QuickBooks, reconciliation templates.

WORK EXPERIENCE

Junior Accountant

Royal Auto Product

March 2024 - April 2025

India

- Executed precise financial data entry in Tally ERP, logging 500+ journal entries and completing monthly bank reconciliations without discrepancies, reinforcing accounting accuracy and ensuring reliable cash flow tracking.
- Streamlined accounts payable workflow by processing 100+ vendor invoices monthly, driving a 15% reduction in late payment penalties and also optimizing the vendor relationship management cycle for operational efficiency.
- Facilitated timely financial reporting by assisting in drafting monthly profit & loss statements and balance sheets, and accelerating the month-end closing process by 10% through organized data consolidation and review.
- Coordinated closely with production and finance departments to monitor inventory and manufacturing expenditures, enhancing the precision of cost of goods sold (COGS) reporting and improving internal budgeting accuracy.
- Facilitated accurate GST return filings and TDS computations, achieving 100% adherence to regulatory deadlines and also safeguarding the company from tax-related penalties through different statutory compliance practices.
- Diagnosed and rectified recurring data entry errors, decreasing reconciliation mismatches by 20% over 12 months and also strengthening the integrity of internal financial documentation, ledger accuracy, and reporting protocols.

PROJECTS

Audit Project – McDonald's Corporation

Financial Analysis, Internal & External Audits

- Executed engagement planning for McDonald's audit by designing strategy, verifying assumptions, and aligning deliverables with standards, eliminating planning errors at pre-audit checkpoints and achieving 100% alignment.
- Composed audit planning memorandum for unaudited financials within reporting cycle, risk thresholds, misstatement tolerances, and assertion mapping with zero deviation from required external auditor review standards.
- Directed audit teams to verify key line items including revenue, depreciation, and intangible assets, enabling faster reviews and reducing sample exception handling time by 27% during validation of financial statements.
- Consolidated financial statement assertions into audit test plans covering internal controls and high-risk accounts, improving traceability coverage by 40% and enhancing audit trail during regulatory inspection walkthrough.

Praxar Simulation

Bookkeeping, AP & AR, Journal Entries

- Compiled and processed journal entries across customer and vendor accounts, executing cash flow tracking and reconciliation, resulting in 100% statement accuracy across simulated financial periods in the accounting cycle.
- Investigated invoicing scenarios using accounting templates and adjusted AP and AR entries, producing transaction logs that reduced unbalanced ledgers by 90% and ensured credits and debits matched period-end balances.
- Formulated closing schedules via revenue matching and naturalization of prepaid accounts, maintaining accuracy in trial balances and reducing suspense entries by 85% during simulation reconciliations and reporting tasks.
- Coordinated reconciliation logic using adjusted GL balances across asset, liability, and equity classes, accelerating the balancing workflow and achieving ledger parity across multi-period trial closures without manual overrides.

EDUCATION

Graduate Certificate in Professional Accounting Practice

Sheridan College, Ontario

January 2024 – December 2024

Bachelor of Commerce

University of Delhi, India

July 2019 – June 2022

CERTIFICATIONS

- **Quickbooks Pro Advisor Certificate** – Quickbooks