ARJUNSINH JADEJA
Accountant
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Professional Summary

- Apply strong accounting knowledge across Accounts Payable, Accounts Receivable, bookkeeping, payroll, journal entries, general ledger reconciliations, bank reconciliations, time management skills and financial operations, ensuring accurate and timely processing of accounting transactions.
- Maintain accurate financial records and perform detailed account reconciliations while applying a strong focus on accounting standards, internal controls, accuracy and attention to detail.
- Manage intercompany transactions, journal entries, and other accounting processes while ensuring transactions are properly recorded, reviewed, and supported by appropriate documentation.
- Utilize Microsoft Excel, Tally ERP, SAP, QuickBooks, Power BI and other business intelligence tools and accounting software to support efficient financial and accounting operations.
- Apply strong analytical and problem-solving skills to identify discrepancies, investigate accounting issues, and implement appropriate solutions to maintain financial accuracy.
- Manage payroll-related activities with a strong emphasis on accuracy, confidentiality, timely processing, and compliance with established procedures.

Work Experience

Senior Accountant Jan 2019 - Aug 2026
Opera Pharma (K) Limited

- Led end-to-end accounting operations for 7+ years, managing financial reporting, GL, AP/AR, cash flow, reconciliations, compliance, and month-end/year-end close across multiple entities; supervised a 20-member team and reduced MIS reporting turnaround time from nearly 2 days to 1 day, improving reporting efficiency by approximately 50%.
- Reconciled general ledger accounts across multiple entities, investigated and resolved discrepancies, and maintained accurate financial records, achieving 100% completion of assigned reconciliations within monthly reporting deadlines.
- Leveraged accounting systems, including Oracle, NetSuite, SAP, Tally ERP 9, and QuickBooks, alongside advanced Excel tools including VLOOKUP, XLOOKUP to streamline financial workflows, reduce manual effort, and improve MIS reporting turnaround time by approximately 50%, from nearly 2 days to 1 day.
- Prepared and analyzed monthly financial statements across multiple entities, reconciled balance sheet accounts, and investigated discrepancies to ensure 100% completion of assigned reconciliations within reporting deadlines and improve the accuracy of financial reporting.
- Maintained timely financial reporting and accounting operations while adapting to evolving business requirements, regulatory changes, and system improvements, reducing MIS reporting turnaround time by approximately 50% through process optimization.

- Conducted trend analysis and cost analysis to identify spending inefficiencies, monitor budget variances, and implement cost-control measures, achieving a 15% reduction in operating costs while improving expense management and supporting data-driven financial decisions.
- Maintained trustworthy financial records through meticulous attention to detail, accuracy, and confidentiality.

Junior Accountant Sep 2017 - Dec 2018
Opera Pharma (K) Limited

- Processed 1,000+ monthly transactions including invoices, receipts, payments, and journal entries with high accuracy.
- Completed 20+ monthly bank and ledger reconciliations, identifying and resolving discrepancies promptly.
- Reconciled accounts and processed large data sets to support monthly financial reporting.
- Managed AP/AR records and follow-ups, improving payment tracking and collection efficiency.
- Assisted with VAT returns, tax documentation, and audit schedules, ensuring complete and organized records.
- Utilized strong time-management skills to process high volumes of invoices accurately and meet daily accounts payable deadlines.

Education

Sunrise University, Alwar, Rajasthan 2016
Bachelor of Commerce Business Administration