

Amitkumar Kanaiyalal Joshi

Account Assistant

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Rockville, MD 20851

1991-07-06

Indian

PROFESSIONAL SUMMARY

Results-driven and detail-oriented with strong background in financial record keeping and reconciliation. Skilled at managing accounts payable and receivable, preparing financial reports, and supporting efficient accounting operations. Conscientious in maintaining accuracy and timeliness in all tasks, demonstrating strong work ethic and dedication to achieving organizational goals.

SKILLS

Collaborative teamwork

Continuous learning mindset

Data entry

Relationship building and rapport

Legal documentation

Strong analytical skills

Appointment scheduling

Telephone etiquette

Research

Microsoft Excel

Invoicing and billing

Attention to detail

Cash flow management

Quickbooks

Invoice processing

Account reconciliation

Expense reports

Bookkeeping

Invoicing and collections

Financial reporting

Journal entries

Data inputting

Invoice verification

Accounts payable and receivable

Month-end reports

Bookkeeping principles

Bank reconciliation

File and database management

General ledger entries

Continuous learning attitude

EXPERIENCE

CRIMINAL LAWYER, Vadodara, Gujarat

Vadodara Dist. Court, January 2019–January 2021

CRIMINAL LAW INTERNSHIP, Vadodara, Gujarat

Vadodara Dist. Court, January 2017–January 2019

ACCOUNT ASSISTANT, Vadodara, Gujarat

Doshi Consultancy, January 2015–January 2017

- Tally ERP9, Excel, basic entry and bank reconciliation etc.

- Reviewed journal entries to ensure accuracy of information entered into the general ledger system.

EDUCATION

BACHELOR OF LAW IN CRIMINAL LAW, Gujarat,India

Sardar Patel University, January 2020

BACHELOR OF COMMERCE IN ACCOUNTANCY, Gujarat,India

Gujarat University, January 2016

PRACTICAL ACCOUNTING COURSE IN ACCOUNTS, TALLY ERP9 SOFTWARE , EXCEL

Practical Accounting , January 2010

US

12TH HSC.

GSEB, January 2009

10TH SSC.

GSEB, January 2007

SALARY

As per company norms or negotiation

CERTIFICATIONS

- Bookkeeping Basic Completed (QuickBooks) from Coursera Course Platform / 2025
- The Pronunciation of American English Specialization From Coursera (In Process) (University of California , Irvine)/2025
- Liabilities and Equity in Accounting (In Process) From Coursera / 2025
- Microsoft Excel from Udemy Platform / 2025
- Assets in Accounting (In Process) From Coursera / 2025
- Financial Statement Analysis (In Process) From Coursera / 2025

DISCLAIMER

This is to certify that the above mentioned information are true as per best of my knowledge.

LANGUAGES

- **English**
Intermediate
English Fluency Course (in Process) From Coursera
- **Hindi**
Fluent
- **Gujarati**
Fluent

ADDITIONAL INFORMATION

Authorized to work in the U.S. (EAD)