

Kavita Singh

26 Garden Street

New Rochelle, NY 10801

📞 (619) 663-7236 | ✉️ kmarajh@yahoo.ca

Professional Summary

Detail oriented and reliable Bookkeeper with 9 years of success in managing financial records and transactions for diverse businesses. Proficient in QuickBooks Online, Bill, Microsoft Office, and Google Workspace, with a track record in preparing accurate financial statements, profitability reports and ensuring compliance with accounting standards. Skilled at reconciling accounts, managing AP/AR, and supporting tax preparation. Committed to confidentiality, timeliness, and clean audits.

Core Competencies

Accounts Payable & Receivable Management, Inventory Profitability Reporting, Proficient in QuickBooks Online (QBO) and Bill, Bank & Credit Card Reconciliations, Financial Statements Preparation, Highly Proficient in Excel & Google Sheets, Google Workspace (Docs, Drive, Gmail), Knowledge of GAAP, Attention to Details, Communication, Time Management, Organization

Professional Experience

QuickBooks Online Live Expert

Intuit – Remote

December 2024 – May 2025

- Provide virtual bookkeeping assistance to call in clients, in any scope of bookkeeping in QuickBooks Online

Assistant Bookkeeper

Morton Williams Supermarkets – Bronx, NY

May 2019 – Present

- Manage AP: process invoices, track payments and reconcile vendor accounts in Bill.
- Prepare accrual reports to support quarterly closing.
- Communicate with vendors regarding financial discrepancies and documentation.
- Prepare weekly inventory profitability reports: analyse inventories ensuring correctness, record locations merchandise transfers using Excel and Google Sheets.

Bookkeeper

M and S Auto Repairs – Yonkers, NY

June 2016 – August 2021

- Record transactions in QuickBooks Online.
- Made necessary journal entries.
- Conducted monthly bank reconciliations.
- Prepared and reviewed monthly financial statements.
- Managed AP/AR workflow.
- Managed and ran Payroll in QuickBooks Online.
- Managed inventory, making adjustments in Quickbooks Online.
- Prepare and file quarterly Sales Tax.
- Collaborated with tax preparer to facilitate tax preparation and filing.

Education

Bookkeeping Certification

- American Institute of Professional Bookkeepers
- Bookkeeper Launch

Mathematics with a Concentration in Actuarial Science

Ottawa University,

Ottawa, Kansas

Education - Specialization in Mathematics

University of Trinidad and Tobago

Valsayn, Trinidad and Tobago

Certifications

- QuickBooks Online ProAdvisor
- Associate Digital Bookkeeper
- Assistant Teacher III
- Bachelor of Education specialized in Mathematics

References

Available upon request