**Nikita Dave**
New York, NY 10036
nikita\_dave@yahoo.com
+1 646 715 8509

**Objective**

Dedicated and detail-oriented accounting professional with extensive experience in bookkeeping, financial management, and HR administration. Seeking to leverage my expertise in accounting and finance to contribute to the success of a dynamic organization.

**Skills**

* **Accounting & Bookkeeping**: General ledger, financial statement preparation, AR/AP, reconciliations, payroll, tax filings, QuickBooks, NetSuite, Microsoft Dynamics GP
* **Financial Management**: Budgeting, financial reporting, internal audits, GAAP, SOX compliance
* **HR & Administration**: Employee benefits, new employee management, business insurance policies
* **Software Proficiency**: Microsoft Excel, Word, PowerPoint, Workday, ERP systems
* **Analytical & Organizational Skills**: Process analysis and improvement, problem management, requirements gathering, forecasting
* **Communication & Leadership**: Client/vendor relations, training & development, team management

**Work Experience**

**Full Charge Bookkeeper/HR Administrator**
*Thomas Juul-Hansen, LLC - New York, NY -* March 2022 to Present

* Manage day-to-day accounting operations, including client billing, A/P, A/R
* Perform reconciliations and sales tax filings
* Prepare financial reports and process payroll
* Oversee employee benefits and client billing/project accounting
* Handle new employee management and business insurance policies

**Full Charge Accountant/Financial Controller**
*Rietveld Architects LLP - New York, NY - 2017* to Present

* Handle accounts payable and receivable
* Perform bank reconciliations and maintain general ledger
* Manage payroll and administer quarterly business and payroll taxes
* Prepare monthly financial statements and annual 1099s

**Accounting Manager**
*Studio Joseph - New York, NY -* 2021 to 2022

* Manage accounts payable and receivable
* Oversee payroll management and bank reconciliations
* Maintain general ledger and administer quarterly business and payroll taxes
* Prepare monthly financial statements and annual 1099s
* Assist with annual budget and expense report reviews

**Bookkeeper**
*WXY Architecture + Urban Design - New York, NY -* 2017 to 2022

* Manage accounts payable and receivable
* Perform bank reconciliations and maintain general ledger
* Prepare monthly financial statements and annual 1099s

**Finance Officer**
*LEWA Wildlife Conservancy USA - New York, NY -* 2019 to 2020

* Handle accounts payable and receivable/donations
* Perform bank reconciliations and maintain general ledger
* Manage payroll and employee benefits
* Prepare monthly financial statements and annual 1099s

**Account Service Analyst**
*Royal Bank of Canada – Canada -* 2007 to 2010

* Handle small business litigation posting and formal demand preparation
* Gather requirements, investigate client accounts, and process formal demand requests
* Provide recommendations for process enhancements and create job aids
* Train team members and ensure compliance with policies and procedures

**Education**

**Bachelor of Computer Application in Advanced Database Management System**
Gujarat University

**Master of Business Administration in Finance and Marketing**
SMU