

SWATHI SARPATWARI

Bookkeeper | QuickBooks Certified | MBA

972-704-6964 | viswas.patwari@gmail.com

Behind every good business, there is a GREAT bookkeeper.

Exceptionally well-organized and respected professional pursuing a career change into Bookkeeping. Known for collaborative mindset, financial expertise, and problem-solving capabilities. Thrives in challenging situations where organization and attention to detail is critical. Comfortable managing multiple projects and prioritizing tasks, while producing error-free results.

CORE COMPETENCIES

QuickBooks | Payroll | General Ledger | Invoicing | Profit & Loss | Cost Control
Bank Reconciliations | Collections | Financial Reports | A/P | A/R

KEY STRENGTHS

Organized | Detail Oriented | Strong Communication Skills | Highly Analytical
Strategic Problem Solver | Collaborative Mindset | Integrity | Time Management

RELEVANT EXPERIENCE

FINANCIAL / ANALYTICAL

QuickBooks certified professional with comprehensive knowledge of accounting principles, payroll, invoicing, A/P, A/R, general ledger. Proven success closing highly intricate and complex multi-million dollar deals.

- Maintain various facets of QuickBooks for Real Estate agents.
- QuickBooks experience includes setting up charts of accounts and online banking, categorizing transactions, bank reconciliations, A/R invoicing, entering bills for A/P, applying credit memos, setting up refunds, and pulling financial reports.
- Closed over \$6M in commercial real estate transactions.
- Create Profit & Loss reports for Tax Resolution projects in QuickBooks.
- Use spreadsheets to calculate next year's current monthly taxes for Tax Resolution projects.
- Perform Cash Flow Analysis' to demonstrate the likely return on investment for Real Estate investors.
- Assemble comprehensive Tax Resolution financial package submissions to the IRS (each containing 300-500 pages of data).

INTEGRITY / COMMUNICATIONS

Experienced managing highly confidential information, understanding the unique financial challenges facing customers—and enjoys educating them throughout the process.

- Demonstrates honesty and discretion when handling sensitive financial information.
- Enjoys collaboration with cross-functional teams, industry professionals, and colleagues to reach business goals and objectives in high-pressure environments.
- Partners with clients to understand needs, address concerns and provide in-depth financial assistance.

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ORGANIZED PROBLEM SOLVER

Highly organized with ability to follow and document detailed processes, while ensuring timely follow-through.

- Known for problem-solving ability when identifying and resolving discrepancies in financial documents.
- Frequent experience reviewing financial scenarios, identifying roadblocks, and proactively implementing solutions to reduce delays and ensure deadlines are met.

WORK HISTORY

DiLucci CPA Firm, Coppell, TX <i>Case Worker for Tax Resolution projects</i>	04/2020 to Current
Learn 'N' Grow Stem Preschool LLC., Frisco, TX <i>Bookkeeping</i>	04/2021 to Current
All Bookkeeping Services Inc., Irving, TX <i>Bookkeeping</i>	04/2021 to Current
Rekonnexion LLC, Richardson, TX <i>Commercial Real Estate Specialist</i>	03/2020 to Current
Keller Williams Commercial, Frisco, TX <i>Commercial Real Estate Agent</i>	05/2017 to 02/2020
Frisco Trails Montessori, Frisco, TX Administrative Support Lead Teacher Teacher Assistant	03/2011 to 12/2018

TECHNICAL SKILLS

QuickBooks Online and Desktop | Microsoft Word | Microsoft Excel | Microsoft PowerPoint

EDUCATION & CERTIFICATIONS

Bachelor of Arts, Sociology – St. Ann's College for Women
MBA, Human Resources Management – Osmania University
QuickBooks Certified User – Intuit Education

Licensed Real Estate Agent – Champions School of Real Estate – Plano, Texas
American Montessori Society Certified Teacher – Early Childhood – Plano, Texas

AFFILIATIONS

American Institute of Professional Bookkeepers (AIPB)
National Association of Realtors
Texas Association of Realtors