

Lavaraj Upadhyaya

Bookkeeper - Electronics Row

Broomfield, CO 80023

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Seeking Staff Accountant position where I can utilize my personal skills and contribute towards company's profit and growth. Comprehensive knowledge of financial record keeping methods, procedures and generally accepted accounting principles and practices. Able to utilize computer-generated reports query tools integrated financial systems and other of records and reconcile financial data.

Authorized to work in the US for any employer

Work Experience

Bookkeeper

Electronics Row - Denver, CO

February 2017 to Present

- Preparing Journal Entries, Purchase Order, Sales Order, Invoice
- Accounts payable
- Bank and Credit Card Reconciliation
- Payroll
- Data Entry
- Sales Tax
- QuickBooks Desktop and Online
- SAP Business One (Batchmaster)

Office Assistant

Lutheran Family Services - Colorado Springs, CO

September 2011 to July 2012

- Provide excellent guest service
- File documents accurately for more than 500 clients
- Copy and scan the documents

Sales Associate

7 Eleven - Colorado Springs, CO

February 2008 to July 2011

Sales Associates

Bookkeeper

Shree Distillery - Kathmandu, NP

February 2000 to 2006

- Review and verify bills and checks request
- Enter and upload bill into the system, track expenses and proceed to expenses reports
- Prepare and proceed electronic transfers and payment and prepare and perform check run

- Preparation of Journal and posting to the T Account and other records
- Reconcile Bank Account and account payable transaction
- Monitor accounts to insure payment are up to date and prepare analysis of account
- Maintain vendor files and correspond with vendor and respond to inquiries
- Assist with month end closing and produce monthly report

Education

Certificate in Accounting Technician

Emily Griffith Technical College - Denver, CO

February 2017

Associate's degree in Accounting

Tribhuvan University - Kathmandu

Skills

- QUICK BOOKS (6 years)
- RECONCILIATION (8 years)
- ACCOUNT RECEIVABLE (3 years)
- BANK RECONCILIATION (8 years)
- Bookkeeping (8 years)
- Quickbooks (6 years)
- Accounts Payable (3 years)
- General Ledger Accounting (8 years)
- Journal Entries (8 years)
- Account Reconciliation (8 years)
- General Ledger Reconciliation (8 years)
- Financial Statement Preparation (5 years)
- Payroll
- Data Entry
- GAAP
- Microsoft Excel (8 years)
- Microsoft Office (5 years)
- SAP Business One (1 year)

Assessments

Accounting skills: Bookkeeping — Highly Proficient

September 2020

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

Work motivation — Highly Proficient

April 2021

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Principles of accounting — Highly Proficient

December 2020

Preparing financial records according to federal policies

Full results: [Highly Proficient](#)

Advanced bookkeeping — Proficient

July 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Preparing Journal Entries and Ledger positing Bank Reconciliation Statement
- Preparing Financial Statements Account Receivable/ Payable
- 10 Key Payroll
- Microsoft office suite
- Knowledge of Quick Books