

Varun Rao

Accountant

VR

Jaipur, India varun.rao@example.com Fictional sample

01 Professional profile

Accountant with an illustrative 11-year career focused on month-end close, reconciliations and reliable financial records. Core strengths include General ledger, Bank reconciliation and Month-end close. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 - Present

Accountant

Asterline Finance Services · Jaipur

Delivered defined workstreams in month-end close, reconciliations and reliable financial records, coordinating reviewers and delivery partners.

- Rebuilt reconciliation templates and documented exceptions for reviewer follow-up.
- Reconciled master records and supporting documents under an approved change process.

Jul 2018 - Jun 2022

Accountant

Northmere Finance Services · Jaipur

Built a scoped practice in month-end close, reconciliations and reliable financial records, with a defined review process.

- Used general ledger and excel on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

Accounts Associate

Cedarfield Finance Services · Jaipur

Built foundations through supported assignments, observation and practical feedback.

- Assisted with bank reconciliation and accounts payable, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

General ledger

Bank reconciliation

Month-end close

Excel

Accounts payable

Management reporting

SELECTED WORK

Month-end close pack

Close checklist and reconciliation pack

Vendor account cleanup

Vendor review log and supporting schedules

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 Accounting engagements

Bring order to the numbers.

WORK EXAMPLE 01 / ILLUSTRATIVE

Month-end close pack

Context
Supporting schedules did not consistently reconcile to the ledger.

Contribution
Rebuilt reconciliation templates and documented exceptions for reviewer follow-up.

Prepared for handover
Close checklist and reconciliation pack

WORK EXAMPLE 02 / ILLUSTRATIVE

Vendor account cleanup

Context
Duplicate vendor records caused unclear payment histories.

Contribution
Reconciled master records and supporting documents under an approved change process.

Prepared for handover
Vendor review log and supporting schedules

04 Education

2013 – 2015

M.Com in Accounting and Finance

Asterbridge Institute of Professional Studies
Specialist study with a practice focus on general ledger and bank reconciliation.

2009 – 2013

Bachelor of Commerce

Cedarhaven College of Applied Studies
Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

General ledger - advanced practice workshop

Scenario exercises and peer review in month-end close, reconciliations and reliable financial records.

2025

Excel - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Practice focus	Qualification status	Engagement status
Month-end close, reconciliations and reliable financial records	Illustrative; no membership or licence number supplied	No audit opinion or certified statement is represented

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.