

ARUNN JOSHI

India | Phone: +91-9712631259 | Email: arunjoshi8388@gmail.com | LinkedIn:
linkedin.com/in/arunn-joshi-33570032b
Passport Ready | Available for Virtual Interview | Open to Relocation to Canada

PROFESSIONAL SUMMARY

Experienced and dependable Senior Bookkeeper with 9+ years of practical experience managing full-cycle bookkeeping, accounts payable/receivable, reconciliations, journal entries, trial balances, GST compliance, and financial reporting support. Strong hands-on expertise with cloud accounting systems including Xero and QuickBooks, with advanced Excel skills and strong attention to detail. Recently completed Xero Payroll Specialist certification, expanding practical knowledge of cloud payroll systems and modern accounting workflows. Recognized for accuracy, analytical thinking, problem-solving, and maintaining confidential financial information in fast-paced business environments.

CORE SKILLS

- Full-Cycle Bookkeeping
- Payroll Processing & Administration
- Accounts Payable / Accounts Receivable
- General Ledger Maintenance
- Journal Entries & Adjustments
- Trial Balance Preparation
- Month-End Closing Support
- Bank & Account Reconciliations
- Financial Reporting Support
- GST Filing & Compliance
- Payroll Records Management
- Xero Cloud Accounting
- QuickBooks
- MS Excel (Advanced)
- Data Accuracy & Confidentiality
- Problem Solving & Team Collaboration

PROFESSIONAL EXPERIENCE

Senior Bookkeeper / Business Operations Manager

Maruti Creation | India | 9+ Years

- Managed full-cycle bookkeeping and maintained complete accounting records with accuracy.
- Calculated and prepared payroll records, salary schedules, and payroll-related documentation.
- Maintained general ledger and subsidiary ledger accounts.
- Posted journal entries for sales, purchases, accruals, expenses, and adjustments.
- Prepared trial balances and supported month-end reporting processes.
- Reconciled bank accounts, supplier balances, customer accounts, and cash records.
- Assisted with preparation of financial statements and management reports.
- Prepared GST documentation and completed filing with supporting reconciliations.
- Investigated discrepancies and resolved accounting issues promptly.
- Maintained computerized accounting systems using Xero, QuickBooks, and Excel.

E-commerce Accounts Coordinator

Amazon Marketplace | India | 2 Years

- Managed sales transactions, expense tracking, payment reconciliation, and operational records.
- Monitored inventory and prepared account summaries and reports.
- Maintained accurate documentation and transaction records.

CERTIFICATIONS

- Xero Payroll Specialist Badge – Completed
- Xero Level 2 Certified Professional
- Diploma in Effective Bookkeeping and Payroll

SOFTWARE SKILLS

Accounting Systems:

- Xero
- QuickBooks

Software:

- MS Excel (Advanced)
- Microsoft Office
- Google Sheets
- Basic SQL / Python

EDUCATION

10th Pass (GSEB)

LANGUAGES

- English
- Hindi
- Gujarati

ADDITIONAL INFORMATION

- Passport Ready
- Immediate Relocation Available
- Available for Virtual Interview
- Open to learning Canadian payroll systems, T4 preparation, and compliance requirements
- Strong numerical accuracy and attention to detail