

SOURAV DAS

ACCOUNTANT - Full Cycle Accounting, Financial Reporting & Stakeholder Support

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SKILLS

- **Accounting:** General Ledger, Journal Entries, Month-End Close, Adjusting Entries, Financial Statements
- **Payable Systems:** Invoice Review, Expense Verification, Employee Reimbursements, Vendor Payments, EFT
- **Receivable Control:** Invoicing, Payment Posting & Application, Account Reconciliation, AR Aging, Follow-Up
- **Audit Compliance:** GST/QST Preparation, Policy Compliance, Documentation Review, Internal Controls
- **Financial Analysis:** Statement Analysis, Variance Analysis, Risk Assessment, Credit and Industry Evaluation
- **Advanced Microsoft Excel:** Pivot Tables, XLOOKUP, INDEX-MATCH, Financial Reporting Automation
- **Accounting Tools:** Xero, QuickBooks, Workday Finance, Microsoft Dynamics GP, Oracle JD Edwards

WORK EXPERIENCE

General Accountant

April 2025 – December 2025

Sonata Window Fashion and Interior Design Ltd.

Calgary

- Reconciled accounts receivable transactions including invoicing, payment posting, application and reconciliation, achieving 98% accuracy rate while improving cash flow.
- Completed monthly bank and credit card reconciliations, revised adjusting journal entries, and maintained accurate general ledger balances across 25+ accounts.
- Managed high volume full cycle Accounts Payable including invoice validation, payment processing and AP to GL reconciliations, supporting timely month-end close and vendor relationship management.

Accountant

July 2024 – February 2025

Improving IT - Quadrus Holdco Inc.

Calgary

- Processed 500+ journal entries and intercompany transactions monthly within ERP environment, ensuring accurate financial reporting and compliance with accounting standards.
- Generated monthly, quarterly, and annual financial statements supporting management reporting, regulatory disclosures, and audit requirements for stakeholder review.
- Conducted variance analysis reports identifying \$150K cost deviations across departments, supporting financial oversight initiatives and informed decision-making.

Intermediate Accountant

December 2022 – June 2024

Arundel Capital Corporation

Calgary

- Executed month-end close procedures by processing general ledger entries, preparing management reporting packages, and ensuring 100% accuracy in reconciliations.
- Prepared cash flow projections and reconciled bank activity across 15+ accounts, ensuring accurate financial positions and identifying discrepancies within 48 hours.
- Processed invoices and managed pre-authorized payment arrangements for 200+ vendors, maintaining compliance with payment terms and reducing processing errors by 30%.

Accounts Receivable Specialist

April 2020 – December 2022

Enghouse Systems Limited

Markham

- Drafted and distributed 750+ invoices monthly, posted customer payments from different sources including EFT, wire transfers, and credit cards with 99% accuracy.
- Applied payments to open invoices, on-account balances, and intercompany transfers, reducing outstanding receivables by 40% and improving collection efficiency.
- Generated aging reports tracking outstanding receivables across 500+ accounts, initiated follow-up procedures, and resolved customer queries within 24-hour SLA targets.

Financial Analyst

May 2017 – October 2019

Credit Rating Information and Services Limited

Dhaka

- Conducted comprehensive analysis of financial statements including balance sheets, income statements, and cash flow statements for 50+ corporate entities annually.
- Assessed financial health, risk exposure, and creditworthiness of small, medium, and corporate businesses using quantitative metrics and ratio analysis frameworks.
- Authored detailed credit rating reports integrating financial analysis, risk assessment, and industry insights, supporting investment decisions for institutional clients.

EDUCATION

B.Sc Hons in Applied Accounting

Oxford Brookes University, Oxford, UK

January 2010 - September 2013

CERTIFICATIONS

- **Chartered Professional Accountant (CPA)**, Alberta, Canada December 2024
- **Association of Chartered Certified Accountants (ACCA)** August 2019