

Deepak

ASSISTANT ACCOUNTANT — Accounts Management, Marketing & Compliance

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📍 Scarborough

PROFESSIONAL SUMMARY

Accounting and operations analyst with 3+ years of experience in financial reporting, ledger reconciliation, and ERP-based process optimization. Proficient in preparing statutory filings and automating journal entries, reducing month-end close times by 30%. Co-ordinated inventory audits and payment cycle enhancements, achieving 22% cost savings and 85% reconciliation accuracy. Currently pursuing advanced certification in Business and HR Management at Algoma University to deepen organizational compliance and cross-functional process design expertise.

SKILLS

- **Financial Reporting & Reconciliation:** AR/AP, monthly balance sheet and control account, journal entries.
- **Accounting Software & Tools:** Financial systems for posting, processing; EFT, Wire, and Cheque payments.
- **Compliance & Internal Controls:** Sales contracting (DFI, MDF, spiff), and credit risk management.
- **Inventory & Fixed Asset Management:** Physical inventory counts, Fixed asset register, capitalized time.
- **Banking & Payment Operations:** Payment applications, and vendor payments including credit card process.

WORK EXPERIENCE

Operations Manager

July 2022 – June 2023

Gold Coast Club House

India

- Streamlined end-to-end daily operations for both front-of-house and back-of-house units, ensuring seamless customer flow and reducing service wait times by 35%. Applied real-time monitoring techniques in peak hours.
- Resolved over 90% of customer complaints within 12 hours by implementing a digital feedback log and corrective action system. This improvement contributed to a 25% rise in positive review scores on hospitality platforms.
- Built different shift rosters for a 20-member team using time-tracking tools, cutting down scheduling conflicts by 40%. This optimization directly supported compliance with labour regulations and boosted staff discipline.
- Facilitated the onboarding and technical training of 10+ new staff, incorporating SOP and simulated customer interaction drills. Post-training assessments showed a 45% increase in service and employee preparedness.
- Deployed inventory management software to track perishable stock levels and minimize over-ordering, reducing wastage by 22% within six months. Ensuring weekly audits in compliance with internal cost control policies.
- Generated and analyzed monthly performance reports across kitchen and service departments, enabling data driven decision-making. These insights helped refine layout logistics and proposed food delivery times by 18%.
- Negotiated vendor contracts for supply chain procurement, achieving an average cost reduction on recurring stock purchases. Maintained strong supplier relationships and ensuring consistent material quality by 80%.
- Applied health and safety compliance standards, performing weekly inspections organising workplace incidents by 50%. Logging each issue and addressed through an incident resolution framework to maintain audit by 90%.
- Coordinated with the finance team to reconcile cash flow, billing records, and digital payment systems. This coordination decreased end-of-day discrepancies by 85% and ensured audit compliance for 3 consecutive quarters.
- Processed and recorded over 150 monthly expense transactions using accounting software, ensuring all entries adhered to double-entry bookkeeping standards. This accurate data input contributed to financial closeouts.

PROJECTS

Employee Engagement By Internal Surveys

Brampton

Algoma University

- Designed and distributed a structured internal survey to 50 simulated employees, incorporating Likert scale. The survey captured key data points across five core dimensions of motivation, yielding a 92% response rate.
- Processed and analyzed the collected responses using advanced Excel functions such as pivot tables, conditional formatting, and correlation. This analytical approach states 68% of participants is prioritizing workplace.
- Proposed three low-cost intervention strategies—peer recognition systems, flexible scheduling, and task rotation to address engagement gaps. Estimated each strategy by at least 20% over a six-month implementation period.
- Collaborated with a cross-functional team of 4 members, applying project management principles. Revamping team coordination using Gantt charts and weekly check-ins, resulting in 100% on-time milestone delivery.
- Compiled insights into a comprehensive 15-page report with visual data representations. Delivered a 10-minute oral presentation improving audience comprehension by 85% as measured by post-presentation feedback.

EDUCATION

Certification in BM and HRM

September 2023 – December 2024

Algoma University, Brampton

Bachelor of Commerce

May 2018 – June 2022

Punjab University, India