



VARUN RAO

Accountant

bookkeeping, general ledger, bank reconciliation

Jaipur, India | varun.rao@example.com | ROLE 14-01

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Accountant with an illustrative 13-year career in financial operations, assurance and management reporting. Combines bookkeeping, general ledger, bank reconciliation with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes month-end close redesign, supplier ledger clean-up and expense documentation control. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced accountant opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes M.Com in Accounting and Finance. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

13 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

- bookkeeping / general ledger
- bank reconciliation / month-end close
- accounts payable / accounts receivable
- Excel / financial schedules

PROFESSIONAL MISSION

Turn a clear brief into dependable financial operations, assurance and management reporting work: understand the context, apply bookkeeping and general ledger, record the evidence and explain the limitations before handover.

Career family: Accounting, Audit & Finance | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Accountant

Meridian Finance Services (fictional)

Jul 2022 - Present | Jaipur, India

Independent ownership of scoped accountant work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Built reconciled schedules and a close checklist.
- Matched documents and escalated unresolved differences.
- Led brief clarification and prioritised work using bookkeeping, general ledger and bank reconciliation. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a reconciliation or working-paper index to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of month-end close and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Accountant

Northline Finance Services (fictional)

Jul 2018 - Jun 2022 | Jaipur, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in bank reconciliation and month-end close.

- Introduced evidence checks and approval tracking.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied accounts payable and accounts receivable to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a close or control review record so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Reconcile source records, period boundaries and authorisations before reporting.
- Maintain review trails and separate preparation from approval where appropriate.
- State assumptions and unresolved differences without presenting a sample as professional assurance.

PROFESSIONAL EXPERIENCE / EARLIER

Accountant

Cedarbridge Finance Services (fictional)

Jul 2015 - Jun 2018 | Jaipur, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving bookkeeping and general ledger using a documented preparation and review process.
- Supported supplier ledger clean-up by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through excel and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Accountant

Cedarbridge Finance Services (fictional)

Jul 2013 - Jun 2015 | Jaipur, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with bookkeeping and bank reconciliation within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Month-end close redesign. Built reconciled schedules and a close checklist. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Supplier ledger clean-up. Matched documents and escalated unresolved differences. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Expense documentation control. Introduced evidence checks and approval tracking. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Month-end close redesign

P1 | Jan 2023 - Jun 2023 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in financial operations, assurance and management reporting; not a real client case study.

Problem. Recurring adjustments were tracked inconsistently.

Objective. Create a workable response to this issue through bookkeeping, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Accountant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Built reconciled schedules and a close checklist.
- Prepared the scope with the commissioning team, identified unresolved inputs and used bookkeeping to turn the brief into a sequenced work package.
- Applied general ledger and bank reconciliation while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. bookkeeping / general ledger / bank reconciliation / month-end close

Deliverables. Month-end close redesign - scoped brief; Month-end close redesign - reviewed working package; Month-end close redesign - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a reconciliation or working-paper index and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for month-end close redesign, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): reconciliation or working-paper index; reviewed analysis schedule; close or control review record.

SPECIALIST PRACTICE

Qualification and assurance boundaries

The sample focuses on bookkeeping, general ledger, bank reconciliation. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on bookkeeping and month-end close for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of supplier ledger clean-up, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Illustrative qualifications do not verify membership or practice rights; no real audit opinion or financial advice is provided.

SELECTED WORK / 02 AND 03

Supplier ledger clean-up

P2 | Jan 2024 - Jun 2024 | Meridian Finance Services (fictional)

Problem. Duplicate and aged balances obscured liabilities.

Objective. Create a workable response to this issue through general ledger, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Accountant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Matched documents and escalated unresolved differences.
- Prepared the scope with the commissioning team, identified unresolved inputs and used bank reconciliation to turn the brief into a sequenced work package.
- Applied month-end close and accounts payable while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. general ledger / bank reconciliation / month-end close / accounts payable

Delivered. Supplier ledger clean-up - scoped brief; Supplier ledger clean-up - reviewed working package; Supplier ledger clean-up - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for supplier ledger clean-up, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): reconciliation or working-paper index; reviewed analysis schedule; close or control review record.

Expense documentation control

P3 | Jan 2019 - Jun 2019 | Northline Finance Services (fictional)

Problem. Claims lacked consistent supporting records.

Objective. Create a workable response to this issue through bank reconciliation, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Accountant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Introduced evidence checks and approval tracking.
- Prepared the scope with the commissioning team, identified unresolved inputs and used accounts payable to turn the brief into a sequenced work package.
- Applied accounts receivable and excel while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. bank reconciliation / month-end close / accounts payable / accounts receivable

Delivered. Expense documentation control - scoped brief; Expense documentation control - reviewed working package; Expense documentation control - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for expense documentation control, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): reconciliation or working-paper index; reviewed analysis schedule; close or control review record.

EDUCATION AND SPECIALIST LEARNING

M.Com in Accounting and Finance

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2011 - May 2013 | completed - fictional record
Focus: bookkeeping, general ledger, month-end close. Specialist study on month-end close redesign; an illustrative learning project, not a published result.

B.Com in Accounting

Cedarhaven College of Applied Studies (fictional institution)
Jul 2008 - May 2011 | completed - fictional record
Focus: bank reconciliation, accounts payable, accounts receivable. Applied coursework in bookkeeping, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Financial controls case workshop (2023). Bookkeeping and month-end close in the context of accountant work. Used reflective exercises and a bounded practice example related to month-end close redesign.

Spreadsheet assurance practicum (2024). General ledger and accounts payable in the context of accountant work. Used reflective exercises and a bounded practice example related to supplier ledger clean-up.

Professional ethics discussion (2025). Bank reconciliation and accounts receivable in the context of accountant work. Used reflective exercises and a bounded practice example related to expense documentation control.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Illustrative qualifications do not verify membership or practice rights; no real audit opinion or financial advice is provided.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

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Contact placeholder: varun.rao@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.