**ABISHEK COODUVALLI**

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**EDUCATION**

**KEAN University- New Jersey**  Graduated: July 2019

Bachelor of Science: Accounting – GPA: 3.24

(Made it to the Dean's list)

Relevant Course Work: Accounting, Advanced Accounting, Auditing, Cost Accounting, Tax Accounting, and Computerized Accounting.

**WORK EXPERIENCE**

MEM PROPERTY MANAGEMENT CORPORATION -NJ June 2022- to date

Accounting Associate

* Handled the accounts payable using software AvidXchange-Approx 150 bills a day.
* Used the property management software TOPS to reconcile bank accounts of forty-five properties.
* Using the TOPS software, prepare the monthly financial statements of forty-five properties before the twentieth of the subsequent month.
* Maintained the financial accounts of the management company in QuickBooks.
* Fulfilled other administrative duties such as scanning documents as and when required.

Defense Financial and Accounting System – Rome- NY June 2021 -June 2022

Accounting Technician

Accounts payable- Travel expenses.

Analyzing and accounting expenses in Defence Accounting System

Behavioral Health System, Inc.- Property Management -NJ June 2020 -March 2021

Junior Accountant

* Used Quick Books to reconcile bank accounts of fifteen properties.
* Handled the accounts payable - inputting the bills (50-100), ACH payments, and cutting checks every week.
* Analyzed the general ledger, identified the errors, and corrected them by passing journal entries.
* Postings to General Ledger via journal entries.
* Organized the documents by scanning and saving them to the server.
* Maintained the financial accounts of the management company in QuickBooks.
* Assisted the Senior Accountant with account preparations and annual audits.

MEM PROPERTY MANAGEMENT CORPORATION -NJ March 2016 – June 2021

Accounting Associate (Part-time and full-time)

* Accounts payable, bank reconciliation, GL, Financials, scanning documents, and other related work.

V BC & Co -CPA, Somerset- NJ (Part-time- Pro bono) May 2009- February 2016

* Enter bank transactions, vendor, customer data, and payroll entries of the client business into QuickBooks. Generate client general ledger and trial balance and complete bank reconciliation.
* Generate quarterly financial reports.
* Enter and file client tax documents.
* Scan the client's confidential documents and save them.

KEY SKILLS

* Microsoft-Office- Excel-(intermediate), Word-(intermediate) and PowerPoint-(basic).
* QuickBooks (intermediate), and TOPS- Property management software (intermediate).
* AvidExchange, IATS (used in the department of defense) (intermediate)
* Languages (Kannada and Tamil– South Indian languages).

HOBBIES

* Running and Swimming. Carnatic music – Bamboo flute.

References – Available on request.