

Ravi Mehta

Assistant Accountant

Luton 07700 900170 ravi.mehta@example.com

Profile

AAT-qualified assistant accountant with four years in a manufacturing finance team. Prepares month-end journals and reconciliations, quarterly VAT returns and management account schedules, and keeps the purchase ledger clean. Studying ACCA, with four exams passed. Looking for an assistant or management accountant role.

Experience

Assistant Accountant, Chiltern Precision Ltd, Luton May 2023–present

- Prepare month-end accruals, prepayments and journals, and reconcile eight balance sheet accounts each month.
- Prepare quarterly VAT returns for review and submission through Making Tax Digital software.
- Produce departmental cost reports for the management accounts pack by the fourth working day.
- Moved supplier statement reconciliations to a monthly routine, clearing 40 old queries.

Accounts Assistant, Chiltern Precision Ltd, Luton 2022–2023

- Processed about 500 purchase invoices a month and ran the weekly payment run.

Qualifications

ACCA, four exams passed, studying Financial Reporting 2025–present

AAT Level 4 Diploma in Professional Accounting 2023

A levels: Mathematics, Economics, Business 2021

Skills

- Month-end close, accruals and prepayments
- Balance sheet and bank reconciliations
- VAT returns
- Sage 200, Xero and Excel (pivot tables, lookups)