Priya Sharma

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Accounts assistant studying AAT Level 4, experienced in purchase ledger and reconciliations

Profile

Accounts assistant with three years' experience in a small finance team, covering purchase and sales ledger, bank reconciliations and month-end tasks in Sage and Xero. AAT Level 3 qualified and studying Level 4, with a careful approach to accuracy and deadlines.

Experience

Accounts Assistant, Kennet Valley Foods Ltd

Reading | Feb 2023 – Present

- Process around 400 supplier invoices a month on the purchase ledger in Sage 200, matching them to purchase orders and delivery notes.
- Prepare the weekly supplier payment run for approval and answer supplier statement queries.
- Complete daily bank reconciliations for 3 accounts and investigate unmatched items.
- Raise sales invoices and chase overdue customer accounts, helping reduce debts over 60 days.
- Support month-end by posting accruals and prepayments prepared by the finance manager.

Finance Administrator, Abbey Lettings

Reading | Aug 2021 – Jan 2023

- Recorded tenant rent receipts and landlord payments in Xero.
- Reconciled the client account weekly and flagged discrepancies to the director.
- Filed invoices and receipts so records were ready for the external accountant at year-end.

Education

AAT Level 4 Diploma in Professional Accounting (in progress), Reading College

Reading | Sep 2024 – Jun 2026

AAT Level 3 Diploma in Accounting, Reading College

Reading | Sep 2022 – Jun 2024

A-levels, Maiden Erlegh Sixth Form

Reading | Sep 2019 – Jun 2021

- Mathematics (B), Business (B), Economics (C)

Skills

Purchase and sales ledger, Bank reconciliations, Supplier payment runs, Credit control, Month-end support, Sage 200, Xero, Microsoft Excel (pivot tables, VLOOKUP)