

Colin Kendall

ACCOUNTS EXECUTIVE

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SUMMARY

Accounts executive with five years in a textile manufacturing SME. Owns books to trial balance, monthly sales tax and payroll withholding without a late fee, product costing across 200 SKUs, and stock audits that reconcile.

EXPERIENCE

Accounts Executive — Shreenath Textiles

06/2021 – Present

- Maintain books to trial balance in QuickBooks Online for a \$2.2M-turnover manufacturing unit
- File monthly sales-tax returns and 3B monthly and payroll withholding quarterly; zero late fees in four years
- Run product costing across 200 SKUs; flagged \$26k of under-priced lines in FY25
- Lead the quarterly stock audit across two godowns; variance held under 0.5%

Junior Accountant — Mercer & Shaw Associates

07/2019 – 05/2021

- Handled data entry, vouchers and bank reconciliation for 25 small-business clients
- Prepared computation sheets for 80+ income-tax returns each season

SKILLS

- QuickBooks Online bookkeeping
- sales tax & payroll withholding filings
- Product costing
- Inventory & stock audits
- Bank reconciliation
- MS Excel

EDUCATION

B.S. Accounting — Veer Narmad South California University

2016 – 2019

CERTIFICATIONS

QuickBooks Essential Certification — QuickBooks Education