

KABIR ASHISH ITWALA

ACCOUNTING ASSISTANT - Accounts Payable, Financial Reporting & Reconciliation

✉ kabiritwala@gmail.com

☎ +1 (705)-978-5540

📍 [North Bay, Canada](#)

in [LinkedIn](#)

SKILLS

- **Accounting Operations:** Accounts Payable, Accounts Receivable, Invoice Processing, Expense Tracking.
- **Financial Documentation:** Financial Records Management, Audit & Billing Records, Payroll Support.
- **Bookkeeping & Financial Reporting:** Ledger Maintenance, Reconciliation Summaries, Data Accuracy.
- **Accounting Systems:** QuickBooks, Sage 50, SAP (Basic), ERP Systems and Accounting Databases.
- **Technical Tools:** Microsoft Excel, Pivot Tables, VLOOKUP, MS Office Suite, Spreadsheet Reporting.
- **Finance Administration:** Invoice Management, Expense & Financial Documentation, Accounts Coordination.

WORK EXPERIENCE

Store Accounting Associate

October 2024 - Present

Circle K

North Bay, ON

- Processed 1,100+ monthly POS transactions while maintaining financial records, reconciling payment discrepancies, and preserving transaction accuracy across retail operations.
- Reconciled daily cash drawers containing \$4,000+ in transactions while validating payment records and preparing reconciliation documentation for financial reporting activities.
- Facilitated accounts receivable activities for 70+ customer payment inquiries per shift while resolving transaction discrepancies and updating financial records.
- Investigated 18+ weekly billing discrepancies while documenting refund transactions, updating invoice records, and preserving financial audit documentation.
- Executed inventory and transaction reconciliation audits covering 150+ SKUs weekly while validating stock records and monitoring expense tracking activities.
- Strengthened financial control procedures reducing retail shrinkage by 20% while monitoring transaction variances and preserving compliance documentation.
- Coordinated debit, credit, mobile wallet, and prepaid payment processing activities while reducing transaction delays by 12% through accurate data entry practices.
- Maintained cash handling, refund authorization, and financial transaction documentation while supporting 99% audit readiness and accounting record management procedures.

Field Marketing Representative

June 2024 - September 2024

Kognitive Sales Solutions

North Bay, ON

- Promoted Canadian Tire Triangle Mastercard products through 40+ daily customer consultations while explaining financial account and payment processing procedures.
- Educated 100+ customers on credit card reward structures, billing policies, and financial documentation requirements supporting transaction accuracy activities.
- Increased credit card application conversions by 20-25% while monitoring onboarding documentation and maintaining customer financial application records.
- Guided 100+ applicants through account onboarding procedures while validating financial eligibility documentation and updating CRM database records.
- Safeguarded 100+ confidential customer financial records while preserving compliance with payment privacy regulations and financial documentation procedures.
- Delivered and implemented 250+ retail product demonstrations while documenting customer engagement data and maintaining promotional reporting and tracking records.
- Documented customer interactions and application progress through CRM and spreadsheet reporting activities while improving financial record tracking accuracy by 22%.
- Collaborated with 10+ sales supervisors while supporting financial product reporting activities and monitoring customer application processing metrics.

EDUCATION

Post-Baccalaureate Diploma - Finance

January 2024 - December 2025

Nipissing University, North Bay, Canada

Bachelor of Commerce - Accounting & Finance

June 2019 - November 2022

Maharaja Sayajirao University, Vadodara, India

CA Foundation Level

November 2020

Institute of Chartered Accountants of India

CERTIFICATIONS

- **City Investment Banking Job Simulation (Forage)** - May 2024
- **Accenture Data Analytics & Visualization Simulation (Forage)** - May 2024