

# AKSHAT KUMAR PRAJAPATI

ACCOUNTING CLERK – Accounts Payable & Receivable, Financial Reporting, & Data Entry

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## SKILLS

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- **Accounts Payable & Receivable:** Processing invoices, purchase orders, and expense reports with accuracy.
- **Bank Reconciliation:** Performing reconciliations, journal entries, and ledger adjustments for accurate balances.
- **Financial Reporting:** Trial balance, ledger analysis, variance monitoring, report structuring, and audit trails.
- **Microsoft Excel:** Formulas, pivot tables, and VLOOKUP functions for financial data analysis and reporting.
- **Accounting Software:** Exposure to Sage50 with capabilities in general ledger updates & transaction recording.

## WORK EXPERIENCE

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### Administrative Assistant

January 2024 – Present

*DesignArt Canada*

*Montreal*

- Maintained personnel records and updated internal databases, reducing retrieval time by 20% and ensuring 100% accuracy across documentation systems to support compliance, efficiency, and secure data handling processes.
- Processed cross-border documentation & trade compliance records, verifying accuracy across 50+ shipments monthly, minimizing regulatory delays by 18% & ensuring adherence to international import-export requirements.
- Coordinated office workflows by delegating operational tasks and monitoring schedules, enabling on-time project delivery rates to increase by 22% and improving cross-functional coordination across administrative processes.
- Inspected production data weekly to identify process variances, achieving 96% consistency in operational metrics and reducing production errors by 14%, contributing directly to improved overall production quality outcomes.
- Delivered administrative support by managing over 40 customer inquiries weekly, ensuring accurate record, resolving data discrepancies, and maintaining a 98% confidentiality compliance rate within regulated environments.
- Implemented administrative systems by standardizing filing protocols and digitizing document workflows, improving communication speed by 30% and reducing manual errors by 20%, streamlining organizational efficiency.

### Printer Technician

September 2023 – January 2024

*DesignArt Canada*

*Montreal*

- Coordinated with designers to validate file accuracy prior to production, achieving 97% error-free output and reducing reprint incidents by 15%, ensuring reliable print-ready file preparation aligned with technical standards.
- Ensured operational safety by following chemical handling guidelines, reducing hazardous exposure risks by 100% and maintaining compliance with established safety protocols, supporting uninterrupted and secure printing ops.
- Delivered high-quality print outputs by calibrating printers and monitoring color accuracy, achieving 95% alignment with client specifications, enhancing print reliability, and ensuring delivery of precise printing standards.
- Cataloged printing materials, lowering access time by 28% and improving stock accuracy by 15%, supporting uninterrupted production and minimizing downtime during urgent print operations and client-driven deadlines.
- Diagnosed and resolved printer, computer, and software malfunctions, reducing repair turnaround time by 25% while restoring functionality on-site, maintaining 98% machine uptime and uninterrupted production cycles.
- Performed quality inspections on final prints, detecting variances in resolution and alignment, ensuring 99% compliance with print specifications, minimizing waste by 12%, and supporting production of error-free outputs.

### Heatpress Machine Operator

May 2023 – September 2023

*DesignArt Canada*

*Montreal*

- Operated heatpress machines by following technical specifications, producing 100+ units daily with 98% quality compliance, minimizing rework by 12%, and maintaining production standards across all manufacturing tasks.
- Configured heatpress equipment for optimal alignment, adjusting parameters to match production needs, cut setup time by 15% & enhanced operational output during high-demand cycles with consistent accuracy levels.
- Adhered to safety protocols by conducting equipment inspections & enforcing compliance, reducing safety violations by 100% & sustaining an incident-free work environment across production shifts during machine operations.
- Loaded raw materials and removed finished products, maintaining continuous machine operation, reducing idle time by 18%, and ensuring smooth production flow to meet manufacturing deadlines with improved consistency.
- Monitored heatpress machines for malfunctions, adjusting settings to correct performance issues, minimizing downtime by 20%, & sustaining a 96% uptime, ensuring equipment operated within optimal performance levels.
- Maintained workstation cleanliness & workflow organization, reducing material handling errors by 15% & supporting higher safety compliance, contributing to an optimized production environment with enhanced efficiency.

## EDUCATION

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### Accounting and Management Diploma

October 2022 – October 2024

*Cégep Marie-Victorin, Montreal*