

MAHIKDEEP KAUR

STAFF ACCOUNTANT - Accounting, Bookkeeping, Tax Preparation & Financial Reporting

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📍 [Yorkton, Canada](#)

🌐 [LinkedIn](#)

SKILLS

- **Accounting Software & Tools:** Sage 50, Payroll Software, Document Management Systems, Microsoft Excel
- **Bookkeeping & Financial Accuracy:** Bank Reconciliation, Expense Tracking and Invoice Management
- **Financial Reporting & Analysis:** Budget Preparation, Forecasting, Tax Preparation, Variance Analysis
- **Data Management & Documentation:** Record Management, Compliance Documentation, Auditing Support
- **Administrative Operations :** Inventory Management, Schedule Coordination and Checkout Optimization

WORK EXPERIENCE

Customer Service Associate

September 2023 – Present

Giant Tiger

Yorkton

- Processed 30+ daily customer transactions, ensuring accuracy in POS billing, refunds, and reconciliations, maintaining 100% compliance with company bookkeeping policies and financial reporting accuracy standards.
- Prepared and validated daily sales summaries using Excel formulas to track revenue reports, reconcile deposits, and identify discrepancies, supporting accurate month-end reporting for accounting and audit verification.
- Reduced transaction variances by 25% through implementation of double check reconciliation & compliance procedures, improving accuracy in cash handling, ledger entries, and internal accounting control documentation.
- Collaborated with store managers to compile weekly expense logs, track 100% petty cash movements, and prepare financial inputs for submission to the central accounting department for ledger entry and payroll support.
- Conducted periodic inventory audits comparing POS data with physical counts, identifying adjustments impacting COGS, and ensuring 100% alignment between operational metrics and financial reporting statements.

Fashion Associate

September 2023 – Present

Giant Tiger

Yorkton

- Managed accurate processing of 100+ daily POS transactions, ensuring reconciliation with accounting records, and reducing customer wait times during peak hours through improved checkout accuracy and efficiency.
- Assessed month-end closing by reconciling sales summaries, validating 40% discount logs, preparing Excel based performance sheets, while assisting management in analyzing customer satisfaction metrics and profitability.
- Coordinated inventory control and valuation through cost tracking, SKU-level adjustments, and ledger alignment, ensuring 50% product availability, accurate stock counts, and audit financial statements across departments.
- Processed supplier invoices, verified purchase orders, and maintained 80% payable entries to support cost control and audit readiness, collaborating with team members to meet daily sales and accounting reconciliation goals.
- Coordinated with management in generating weekly financial dashboards highlighting 100% revenue variances, forecast deviations by 60% using Excel pivot tables, while delivering actionable insights and reporting accuracy.
- collaborated and recognized by management for reliability, accuracy, and professionalism in executing accounting and customer service, contributing to 100% operational improvement accuracy and internal audit ratings.

PROJECTS

Multicultural Event Budget Simulation

Team Member – Budget Lead

- Administered and balanced a simulated event budget of \$5,000 using QuickBooks and Excel, ensuring accurate cost categorization, variance tracking while improving forecast precision by 32% across expenditure categories.
- Developed and maintained monthly cash flow statements and ledger reconciliations, validating over 120 expense entries with 100% accuracy, applying journal entry controls and cost classification to strengthen compliance.
- Collaborated with a cross-functional team of 6 members to streamline procurement and vendor payments, and bookkeeping practices that reduced processing errors by 28% and supported efficient financial documentation.

EDUCATION

Diploma in Business Management

Suncrest College, Yorkton, Canada

August 2024 – April 2025

Business Certificate

Suncrest College, Yorkton, Canada

August 2023 – April 2024

CERTIFICATIONS

- **Accounting Foundations: Bookkeeping** – LinkedIn Learning