

# KANCHAN KARDAK

## OBJECTIVE

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions.

## ADDRESS

Kalyan, Dist.: Thane

## PHONE

+91 869 386 8819

## EMAIL

kardakkanchan9796@gmail.com

## SKILLS

- ❖ Bank reconciliations and balancing
- ❖ Financial statement analysis
- ❖ QuickBooks
- ❖ Microsoft Excel
- ❖ Decision-Making
- ❖ Teamwork
- ❖ Financial account management
- ❖ General ledger maintenance

## CERTIFICATIONS

- ❖ SAP FICO HANA (FINANCIAL ACCOUNTING AND CONTROLLING)

## EXPERIENCE

### DECEMBER 2024 PRESENT

#### US ACCOUNTANT & BOOK KEEPING SPECIALIST - TASKS EXPERT

##### VIRTUAL EMPLOYEE SERVICES PVT LTD – MAHARASHTRA

- Perform month-end and year-end accounting close duties including preparing journal entries, accruals, and reconciliations
- Record and reconcile financial transactions, including accounts payable, accounts receivable, prepaid, bank reconciliations, and general ledger entries
- Prepare monthly balance sheet reconciliations to ensure accuracy and completeness of financial data
- Perform financial analysis of accounting data to identify and explain significant fluctuations
- Assist with special projects and perform additional tasks as required
- Prepare and analyze monthly reports for both internal and external use
- Respond to information requests from management
- BOI Filing
- Preparing a wide range of U.S Tax returns Including form 1040, Form 1120, Form 1120-S and Form 1065
- Applying for Sales tax permit & EIN (Employer Identification Number)

### JUNE 2023 TO NOVEMBER 2024

#### US Staff Accountant - Pacific Group of Companies – Maharashtra

- Accounts payable and accounts receivable, and updating general ledgers
- Maintained updated payroll reports of accounts following correct procedures and including current, accurate details.
- Perform daily bookkeeping tasks, including recording financial transactions, maintaining accurate records of accounts.
- Prepare and file tax returns, including tax payable and tax receivable documentation, in compliance with relevant regulations and deadlines.
- Updated balance sheets with accurate asset and liability information.
- Reconcile bank and credit card statements in Quickbooks.
- Followed standard accounting procedures for accurate records.
- Kept general ledger documents updated for accurate transaction records.
- Assist in the analysis of financial data to identify trends, discrepancies, and opportunities for improvement.
- Rectified accounting errors to eliminate transaction discrepancies.
- Vendor review
- Updated revenue, Inventory in Quickbooks

### JUNE 2022 TO MAY 2023

#### Senior Accountant - R S ENTERPRISES – Maharashtra

- Generated quarterly financial reports to detail company revenues and expenses.

- Managed the internal & external mail functions.
- Maintain client data in Tally ERP 9.0.
- Filing of GST, Income Tax, TDS, Professional Tax and any other applicable taxes
- Participate in Tax Audit
- Prepared annual company accounts & reports:
- Managed accounts payable, accounts receivable.
- Handle direct & indirect taxation & related compliance
- Analyze financial information and summarize financial status

**NOV 2020 TO NOV 2021**

### **Account Executive - ICON ADVERTISING & MARKETING**

**JAN 2017 TO MAR 2021**

### **Account Executive - CA SANTOSHKUMAR NADAR & ASSOCIATES**

- Generated quarterly financial reports to detail company revenues and expenses.
- Prepare account analysis and account reconciliations and perform other internal control activities to validate balance sheet and income statement accounts for pensions, leases, equity accounts and others as requested or assigned
- Provide assistance to the external reporting team, as requested, to prepare assigned sections of quarterly financial reports and supporting work papers with the attentions of organizations.
- Communicate effectively with internal and external customers in a manner that supports the organization's goals and objectives while prudently managing the inherent credit risk exposure that may stem from a particular transaction and/or portfolio
- Maintained effective time management while simultaneously worked on several clients
- Review and approve weekly invoices for assigned companies
- Provide analysis for operational teams and management as needed
- Doing monthly reconciliation of GSTR-2A, GSTR-1 and GSTR-3B, E-Invoice data
- Prepare financial presentations, charts, and graphs for executive management as necessary
- Lead the month-end close process for all assigned companies preparing both internal and external reporting analysis comparing plan to actual

### **EDUCATION**

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Master in Commerce (Advanced accountancy) – University of Mumbai

B. com ( Banking & Insurance) – Seva Sadan College