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# BHARAT KHANDELWAL

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## PROFESSIONAL SUMMARY

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Accounts Manager with 4.5 year experience in accounting/financial activities including: financial controls, and reporting processes. Oversees/performs all daily, monthly, and annual accounting functions while collaborating with colleagues, contractors, and vendors to guarantee the timely completion of various projects. Trains, motivates, and supervises accounting staff members. Hardworking Accounting Manager highly effective at decision making, schedule management and audit support.

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## SKILLS

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- Accounting & Accounts Management
- Financial & Accounting Reports
- Tax schedules Management, GST Returns, TDS,
- Payment Reconciliation & Cash Reconciliation
- TCS knowledge
- Online Business Accounting
- ERP software
- Quality Assurance

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## WORK HISTORY

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**Manager of Accounts and Finance**, 08/2019 to Current

**Idalia Panache Retail Pvt Ltd** – Jaipur, Rajasthan

- Managed accounting operations, including journal entries, collection efforts, reconciliations and payroll processing
- Tracked business revenue and costs with Busy, diligently reconciling accounts to maintain high accuracy
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines
- Reduced liabilities by accurately managing tax statements, mailings, journal entries, payments and transfers
- Initiated comprehensive account assessments to check viability, stability and profitability of business operations
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems
- Prepared monthly reports, including payment and account reconciliations and financial statements
- Day to day sales, purchases Invoicing
- Calculating TCS
- Dealing With Online Portals Like Myntra, Flipkart, Nykaa , Ajo (Reliance) Paytm Etc

**Assistant Account Manager**, 01/2019 to 07/2019

**Kirana King Retail Network Pvt. Ltd** – Jaipur, Rajasthan

**Management of Accounts**

- All Purchases Invoice Verification and ensure requirements according to GST compliance
- All Purchase Return Accounting with credit notes received
- Ensure Proper TDS adjustment in all entries
- Cash & Bank transaction accounting, Journal Voucher Entries

**Reconciliation of Banks**

- Bank Reconciliation on daily basis – all the payments, receipts and Bank Charges entered in books as per calculation

## **Taxation**

- GST Input matching with GST Reconciliations of “ALL GROUP OF COMPANIES”
- Maintain of Records for Calculation TDS on Salary of “ALL GROUP OF COMPANIES”
- Prepared tax returns, extensions, tax planning calculations and write-ups for all types of organizations and entities, including individuals

## **Finalization of Books**

- Ledger Scrutiny on Regular Basis.  
Finalization of Books :- Financial Statements and Audit
- Facilitated financial and operational audits, working with internal and external managers to communicate recommendations or issues surrounding audits
- Reorganized accounts payable processes, decreasing supplier payment delays
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions

## **Accounts Manager, 08/2015 to 12/2018**

### **Big Shop (LG Electronics India Pvt. Ltd) – Jaipur, Rajasthan**

- Responsible for preparing and analyzing accurate monthly, quarterly & annual financial statement including Balance Sheet, Statement of Operation and Inventory
- Management and supervision of accounts part, General Ledgers, Cash Systems, Fixed Assets
- Cash And Bank accounting and Bank reconciliation
- Inventory Accounting
- Preparation of VAT & GST, TDS
- Reconciliation of party's accounts
- Day to day sales, purchases Invoicing & Checking
- And reconciliation of debtors & creditors
- Controls of accounting activities
- Handling Clients Issue Regarding Sales Effect
- Initiated and managing the Month End Close process
- Assisted in Monthly, Quarterly, and Annual reports including responding to requests from Bankers
- Preparation and Filling of Sales Tax, Service Tax,
- Income Tax return
- Report to “CA”

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## **EDUCATION**

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**LLB:** Taxation, Expected in 2021

**St Wilfred Law College** - Jaipur

**Bachelor of Commerce:** Accounting And Finance, 2017

**Rajasthan University** - Jaipur

**High School Diploma:** 2014

**Indian Public School** - Jaipur

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## **SOFTWARE**

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- Busy
- Tally
- Microsoft Excel

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## DECLARATION

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I, Bharat Khandelwal, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Bharat Khandelwal**

**Date**

Place: - Jaipur, Rajasthan