## CURRICULAM VITAE

Sandesh Kakade

 +91-8983600469/7263800469

[sandeshkkd9@gmail.com](mailto:sandeshkkd9@gmail.com)

 E-217, National Park Society, Takka Colony, Behind Panchmukhi Mandir, Panvel – 410206.

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 EXPERIENCE

#### MOHAN SERVICES

2016> TILL DATE

I Have a clear, logical mind with a practical approach to problem solving and a drive to see things through completion. I have more than 6 years of experience in Accounting . In my current role as an Accounts Executive, I demonstrate the ability to work under intense pressure.

I enjoy overcoming challenges and I have genuine interest in Account field and making organization successful.

Accounts Executive

* Reconciled bank accounts on a monthly basis to ensure accuracy of records.
* Performed month-end closing activities such as journal entries, accruals, reconciliations.
* Managed customer accounts by providing accurate invoices and payment information.
* Provided support in the preparation of annual audits by external auditors.
* Assisted in the preparation of financial statements.
* Managed and mentored team of account executives.
* Responded promptly to customer inquiries regarding billing issues or account status updates.
* Monitored credit limits for customers and maintained detailed records of payments received.
* Reviewed accounts for delinquencies and other ongoing issues.
* Implemented new accounting systems that improved efficiency in record keeping tasks.
* Reviewed financial documents for accuracy prior to submission.

#### E. A. PATIL & ASSOCIATES

2022> 2023

Tax Executive

* Completed day-to-day duties accurately and efficiently.
* Understood and followed oral and written directions.
* Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
* Provided excellent service and attention to customers when face-to-face or through phone conversations.
* Assisted with customer requests and answered questions to improve satisfaction.
* Planned and completed group projects, working smoothly with others.

## SKILLS

* + Financial Statement Preparation
  + Account Management
  + Bank Reconciliation
  + Accounts Payable
  + Invoice Processing
  + Accounts Receivable
  + GST Reconciliation.

**COMPUTER**

* + MS Office (Word, PowerPoint, Outlook)
  + Google Drive (Document, Google sheet.)
  + Email (Mail merge, filters, folders)

### HOBBIES

* + Reading , Plays chess, cricket and listen music.

# EDUCATION

* + - **CMA (Intermediate)- pursuing**
    - **H.S.C in 2010 from Pen Private High School & Jr. College, Pen**
    - **S.S.C. in 2008 from K. E.S. Shankar Shivram Patil Secondary School, Apta**
    - **B.COM in 2013 from Bhausaheb Nene Arts, Science And Commerce College, Pen**

# PERSONAL DETAILS

* + Date of Birth: 21st February 1993.
  + Marital Status: Unmarried
  + Gender: Male.
  + Nationality: Indian.
  + Language Known:
* English – Proficient
* Hindi – Fluent
* Marathi – Native

Place: NAVI MUMBAI

Date: (SANDESH KAKADE)

I hereby declare that all the above information is correct to the best of my knowledge and belief.