

CURRICULUM VITAE

AKASH SUBHASH PADAVE

ADDRESS:

8, Waingankar Chawl, S.S. Wagh Marg,
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EXPERIENCE:

- Working with Blu Software (India) LLP as Accounts Executive (USA Finance and Accounts) Oct '22 till date
- Worked with Data Analytics (USA based Accounting Firm) as an Analyst (Finance & Accounts) Mar '22 till Oct '22
- Worked as Intern at S.R. Kanotra & Associates, Chartered Accountant for Five months (Internship) Jun '21 till Oct '21

ROLE:**Accounts Executive :**

- Preparing Bi-weekly payroll data and running payroll on Paychex and preparing data for theyear end to run Form W2 and 1099 of contractors.
- Preparing summary data of bi-weekly payments, passing entries in QuickBooks and categorizing the same.
- Preparing bulk payment data of all monthly 1099 and C2C contractors and prepare CSV fileto upload it in Chase bank for payment.
- Sending emails to bi-weekly and 1099 contractors after processing payments.
- End to End process of sending project wise monthly Invoices for service provided by contractors to USA client.
- End to End process of sending timesheets and expense sheets to client or approval.
- Handling On-boarding of the contractors (after on boarding process)
- Preparing profitability sheet on monthly basis and showing data in graphs form.
- Categorizing entries in Quickbooks (online).
- Booking of expense bills is QuickBooks.
- Working on Child Support notices to consultant from IRS.
- Resolving contractor issues through calls and e-mails.
- Keeping track on payments (Receivables) and follow up with the client for overdue payments.
- Preparing training documents.
- Keeping track on e-mails.

Analyst :

- Handling monthly payroll data preparation and tax payment(Form941) of 50 entities.
- Quarterly payroll report filing (941/TWC) & quarterly tax payment of 940 & TWC of 50 entities.
- Handling live bank reconciliation and downloading credit cards data of client into excel working on it transferring the prepared credit card data into QuickBooks & reconciliation of the same.
- Checking & working on Qpay commission in QuickBooks.
- Working on QPay payable figures on weekly basis & reconciliation of the same at the end of the month.
- Downloading bank statements & quickbook data after month end & matching of statement and quickbook data figures & saving it.
- Importing of data from client server in Quickbooks.
- Handling live reconciliation of wholesale store of client.
- Raising reconciliation related queries on Mavenlink and resolving them.
- Resolving queries of clients on call relating to payroll & tax payments.
- Sales tax checking of monthly clients.
- Keeping track on e-mails.
- Invoice booking in QuickBooks.

Internship (Accounting) :

- Invoice making of clients like Nykaa, Myntra & Ajio
- Purchase Sales Purchase & Sales Return Entries In Tally
- Bank statement entries & reconciliation of the same
- Communicating with creditors for outstanding payment
- Keeping record of creditors payment
- Preparing salary sheet of the client
- Maintaining files & documents
- Recording creditors outstanding in Google excel file
- Keeping track on payment (receivable) from clients.

EDUCATION:

YEAR	COURSE	PERCENTAGE
2018-21	Bachelor of Commerce D.G. Ruparel College of Arts Science & Commerce	(CGPA- 7.35/10)
2015-16	Higher Secondary Examination Class XII Kirti M. Doongursee College of Arts Science & Commerce	75.85%

2013-14	Secondary School Certificate Class X I.E.S. V.N. Sule Guruji English Medium School	75.25%
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SOFT SKILL:

- Excellent Communication Skill
- Professional & decent behavior
- Accountability & adaptability to changing environment.

KEY SKILL :

- Tally ERP 9
- QuickBooks
- MS Word
- Basic Excel

ADDITIONAL QULIFICATION:

- Passed CA CPT
- Pursuing ACCA (Applied skill level)

PERSONAL VITAE:

Date of Birth: 30th March 1998.

Hobbies : Cooking Painting Trekking.

Language : English Hindi Marathi & French

Date:

Place: Mumbai