

## Komal Kadgi

D-503, Srushti Lavish, Nr. Devasya International Public School, Nikol, Ahmedabad-382350 |

(C) 7600225887 |

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### CAREER OBJECTIVE

- Seeking a position as an Accountant where extensive experience will be further developed and utilized.

### RESUME HIGHLIGHTS

- 1.3 years' experience in Accounts & Taxation
- Well versed with Tally ERP 9, Zoho Books, MS-Word and Excel
- 3.6 years' experience in Admin Department

### WORK EXPERIENCE

#### RADIANT IMMIGRATION SERVICES

May 2019 – Present

##### Accounts Executive

##### Job Responsibilities:

- Day to day accounting work of group of companies
- Maintaining vouchers and Ledgers.
- Raising the invoices and tracking the receivables
- Filling of invoices & supporting docs
- Maintaining banking functions, including Bank Reconciliation Statement
- Preparation GST Returns (GSTR-1 & GSTR3B)
- GSTR-2A reconciliation on monthly basis
- GST annual return verification
- Maintaining employee attendance register
- Preparing salary statement and send to the management for salary process

#### EDUSAVVY MENTORS PVT LTD

May 2015 – Nov 2018

##### Admin Head cum Senior Counsellor

##### Job Responsibilities:

- Counseling students individually and in small groups
- To explain about admission procedures and courses offered to the prospective students and their parents through phone calls, emails and face to face meetings.
- To Provide the all necessary teaching materials to students

- To maintain the students register, attendance register, payment register, student's progress report.
- To hire the faculties as per management requirement.
- To schedule the lectures after coordinate with faculties.
- To make a payment of faculties on time.
- To apply of student's scholarship via online portal.
- To prepare monthly budget file and share to the management
- To communicate with hospital for employee's placement.
- To visit the all branches and supervise the work of staff.
- To provide the counselling training to new staff.

#### PROFESSIONAL QUALIFICATION

**Tally ERP 9 Expert** May, 2019  
Khushi Computer Education

#### EDUCATION

**B.com** April 2011  
C.U. SHAH Commerce College, Ahmedabad

**HSC** March 2008  
Saraswati Girls High School, Gujarat Higher Secondary Education Board

#### COMPUTER SKILL

- |                    |                                 |
|--------------------|---------------------------------|
| • Tally ERP 9      | • Zoho Books                    |
| • Microsoft Office | • Internet (Surfing, Searching) |

#### PERSONAL PROFILE

Full Name : Komal Anand Kadgi  
Date of Birth : 04th December, 1990  
Gender : Female  
Known Languages : Hindi, English, Gujarati.

#### DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Yours Faithfully,

Komal Kadgi.