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## **Kandarp Chandrakant Patel**

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Tel: 9099002393 ~ Email: kandarppatel6993@gmail.com

### **CAREER OBJECTIVE**

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To Work in a dynamic environment that provides me opportunities for growth and exposure in various fields. To work with enthusiasm and integrity and to make efforts to achieve organizations goals with personal goals.

### **ACADEMIC CREDENTIALS**

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- **B. Com** from Mumbai University – Secured 44%
- **Class XII** from Mumbai Board. in 2008 - Secured 58%
- **Class X** from G.H.S.E.B. in March 2006 – Secured 49%

### **ORGANISATIONAL EXPERIENCE**

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#### **Freelance Accountant and Tax Consultant – August 2022 to Current.**

##### **Accountabilities:**

- Preparation of Accounts and Financial Statements of Individuals, Firms and Corporate.
- Preparation of Income tax returns and TDS returns for individuals, Firms and Corporate.
- Issuing Form 16 & TDS Certificates to Clients.
- Preparation of Form 26QB.
- Complete and submit Income tax forms and returns, and other government documents in the Department.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Prepare statements of Income Tax Calculation & Challans for Taxpayers.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.

#### **Nirav Patel & Associates – Accountant, Audit Clerk & Income Tax Associate – July, 2021 – July, 2022.**

##### **Accountabilities:**

- Preparation of Accounts and Financial Statements of Individuals, Firms and Corporate.
- Preparation of Income tax returns and TDS returns for individuals, Firms and Corporate.
- Issuing Form 16 & TDS Certificates to Clients.
- Preparation of Form 26QB.
- Complete and submit Income tax forms and returns, and other government documents in the Department.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Prepare statements of Income Tax Calculation & Challans for Taxpayers.

- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Consult tax law handbooks or bulletins to determine procedures for preparation of atypical returns.
- Preparation and Registration of RERA (Real Estate Regulatory Act) and Filing of RERA returns.

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**S.C. Gandhi & Associates – Accountant & Income Tax Associate – July, 2019 – June, 2021.**

**Accountabilities:**

- Prepare of Accounts and Financial Statements of Individuals, Firms and Corporate.
- Preparation of Income tax returns and TDS returns for individuals, Firms and Corporate.
- Complete and submit Income tax forms and returns, and other government documents in the Department.
- Issuing Form 16 & TDS Certificates to Clients.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Prepare statements of Income Tax Calculation & Challans for Taxpayers.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Consult tax law handbooks or bulletins to determine procedures for preparation of atypical returns.

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**Pipara & Co. LLP - Income Tax Associate - May, 2017 – May, 2019.**

**Accountabilities:**

- Prepare & assist in preparing simple to complex Income tax returns and TDS returns for individuals, small businesses and Domestic Companies.
- Complete and submit Income tax forms and returns, and other government documents in the Department.
- Issuing Form 16 & TDS Certificates to Clients.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Prepare statements of Income Tax Calculation & Challans for Taxpayers.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Consult tax law handbooks or bulletins to determine procedures for preparation of atypical returns.

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**Professional Plus Placements -Business Development OfficerFeb. 2017 – April 2017.**

**Accountabilities:**

- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating Paper work, or maintaining documents, such as attendance records, correspondence, or other material.

- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Receive, record, and bank cash, checks, and vouchers.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Calculate and prepare checks for utilities, taxes, and other payments.
- Reconcile records of bank transactions. Transfer details from separate journals to general ledgers or data processing sheets.
- Prepare purchase orders and expense reports.
- Establish tables of accounts and assign entries to proper accounts.
- Establish work procedures or schedules and keep track of the daily work of clerical staff.

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### **Spandan Emergency & Critical Care Hospital - Accountant -October 2016 – Feb. 2017**

#### **Accountabilities:**

- Receive, record, and bank cash, checks, and vouchers.
  - Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
  - Reconcile records of bank transactions.
  - Maintaining Petty Cash.
  - Issuing Form 16 to employees & TDS Certificates to Vendors.
  - Prepare and process payroll information.
  - Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
  - Collect and deposit revenue into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
  - Create, maintain, and enter information into databases.
  - Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
  - Establish work procedures or schedules and keep track of the daily work of clerical staff.
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## **Ramanlal G. Shah & CO. - Tax Associate - February 2013 – Sept. 2016**

### **Accountabilities:**

- Prepare or assist in preparing simple to complex Income tax returns and TDS returns for individuals, small businesses and Domestic Companies.
- Complete and submit Income tax forms and returns, and other government documents in the Department.
- Issuing Form 16 & TDS Certificates to Clients.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Prepare statements of Income Tax Calculation & Chalans for Taxpayers.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Consult tax law handbooks or bulletins to determine procedures for preparation of atypical returns.

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## **R. D Jhaveri & Co. - Accounts Assistant - June 2010 – Dec 2015**

### **Accountabilities:**

- Entries – Cash, Bank, Journal, Bank Reconciliation. Etc.
- Process and issue employee paychecks and statements of earnings and deduction.
- Prepare and balance period – end reports, and reconcile issued payrolls to bank statement.

## **COMPUTER PROFICIENCY**

- Working knowledge of MS Office, Tally.ERP 9, Tally Prime, Easy Office, Easy Audit, E- TDS, KDK Software and Genius (Taxation Software).

## **PERSONAL TRAITS**

A few of my Qualities may be marked with these words:-

- Integrity,
- Sincerity,
- Openness in Learning,
- Hard work
- Dedication

## **PERSONAL VITAE**

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Date of Birth	:	23rd June 1990
Address	:	19/A, Gopalkunj Society, Rambaug , Maninagar, Ahmedabad - 380008
Languages	:	English, Hindi and Gujarati