



# RAJ PANDEY

 [Pandey1596@gmail.com](mailto:Pandey1596@gmail.com)

 91+ 9662229958

[Linkedin.com/in/raj-Pandey](https://www.linkedin.com/in/raj-Pandey)

**Address:** 3, Manohar apartment  
opp, Amiakhandanadsociety  
Ambica road CTM. Ahmedabad  
380026.

---

## Professional Summary

Analytics-Driven Enterprise Account Executive prioritizing tasks to ensure the building of a healthy pipeline with clients. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability Seeking a similar position with an organization that cares about its employees.

## Skills

- Business development and planning
- Written and verbal communication
- Service management
- Account servicing
- Knowledgeable in [Excel, MS office, MS word, Tally ERP]
- Client Presentations
- In depth Management reporting
- In-depth knowledge of accounting regulations and standards

## Work History:

- Currently working with Paperchase Accountancy India Pvt Ltd as Account Executive.
- Having experienced with UK Based clients.
- Experience in Bookkeeping of clients as Hospitality Sector & Non Hospitality Sector.
- Software knowledge as Xero, Sage50, Access Dimension, & other in house software like Entry Assistance many other.
- Task Performed like Bank Reconciliation.
- Supplier Reconciliation.
- Client Query solving.
- Preparation of Management Accounts
- Vat Finalize of clients.

Account Executive, Oct/2017 to Dec/2018

Aussource Outsourcing Accounting Expert (Australia)- AHMEDABAD, GUJARAT

- Perform Bookkeeping on Software like Reckon Elite, Quick book, Xero.
- Tax Returns of Individual client, Company, Sole Trader, Trust
- Article writing.
- Financial, Loans for Individual client, Company's Loans
- Set up and updated customer accounts with interactions, payments and personal information
- Prepared financial pages for presentation to senior management

- Processed payments and applied to customer balances
- E-Marketing for our company website
- Implemented Google Campaigns and SEO for various types of websites

Rental Executive, 07/2016 to 10/2017

Avis Car Rental- AHMEDABAD, GUJARAT

- Developed a set of metrics derived from raw company data to track improvements in organizational efficiency.
- Documented business processes and analysed procedures to see that they would meet changing business needs
- Developed analysis models to ensure employee benefit plans rollout date deliverables were met.
- Completed and mailed bills, contracts, policies, invoices and checks.

## Education

High Secondary School: 2013

- Graduated in Higher Secondary with 67% Gujarat Secondary and Higher Secondary Education Board.
- Awarded [Sports]
- Elected Captain of [Cricket Team]
- Elected for Student Organisation for Campaigning for cancer patient

B.Com –Accounting & Economics & Management, 2016

Shree K K Shastri Government Commerce College- AHMEDABAD GUJARAT

- Graduated with CGPA 60.08%.

Partly Qualified ACCA-(Association of charter certified Accountant)

- UK Taxation
- Performance management
- Financial Management

## Personal Information

- Father Name: Shree Ravi Shankar Pandey
- DOB: 15<sup>TH</sup> Aug 1996.

## Declaration

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.