**KASHINARAYAN SHRESTHA**

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H-7 Gokuldham Apt, Nr Jal Tarang Police Chokwi, Vejalpur Ahmedabad-380 051

email:[Kashinarayanshrestha@gmail.com](mailto:Kashinarayanshrestha@gmail.com)

Contact: +91-9081920231

**Professional Summary**

Adept at managing budgets, payroll, invoicing and all other general accounting functions in a diligent and quality-driven manner. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expenses and reconciling accounts. Team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being part of a dynamic team.

**Skills**

* Superior attention to detail
* Data entry
* Financial analysis
* Accounts payable / accounts receivable
* Bookkeeping
* Financial management
* Budget analysis
* Invoice preparation
* General ledger
* Account reconciliation
* Regulatory compliance
* Intuit QuickBooks specialist
* Account reconciliation specialist
* Accounting
* Strong communication skills
* Advanced bookkeeping skills
* Auditing
* Customer service
* Account reconciliation processes
* Financial reporting specialist
* Payroll
* Process improvement
* QuickBooks expert
* Cash flow analysis

**Educational Qualification:**

* **Associate of Commerce,** **2007 Maharaja Sayajirao Gaykwad University**- **Vadodara**, **GJ**
* **High School Diplpma, 2004 Ankur High School, Paldi-Ahmedabad-GJ**

**Achievements:**

* ISO Certificate 2001-2018 from V-Trans
* **Customer** Care Executive Certificate from Vodafone

**Work History**

**Accountant**, **03/2007 to Current** **Rajkot Golden Logistic Private Limited Raipur, Ahmedabad.**

* Completed daily accounting tasks such as tracking funds, preparing deposits and reconciling accounts.
* Processed payroll and calculated deductions by accurately using [Software] to secure payment traceabilities.
* Analyzed and researched reporting issues to improve accounting operations procedures.
* Analyzed monthly balance sheet accounts for corporate reporting.
* Generated and submitted invoices based upon financial schedule.
* Strengthened controls to increase compliance with company, industry and regulatory standards.
* Generated financial statements and facilitated account closing procedures each month.
* Tracked various statistics and kept detailed records to support the human resources department.
* Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with [Number]% accuracy.

**Internal Auditor**, 03/2015 to 12/2017 **V-Trans Narol** – Ahmedabad, India

* Auditing more than 450 Branches all over India
* Identified and reported audit issues; reviewed conformity of financial statements with International Financial Reporting Standards (IFRS) and corporate regulations.
* Recommended new methods to improve internal controls and operating efficiency.
* Prepared suitable reports on risk and information gleaned from audits and distributed them to the appropriate personnel.
* Performed detailed [Type of Regulation] testing of internal controls.
* Implemented all auditing information into spreadsheets utilizing [Type of Software].
* Developed an auditing program to address risks and evaluate regulatory
* requirements.
* Produced audit reports which comprised evaluation of internal control systems.
* Created and delivered risk management presentations for [Type] committee and
* board.
* Handled supervisor duties when the manager was unavailable or out of the office.
* Trained newly hired employees so that they had a better understanding of the company's processes, procedures and deadlines.
* Explained risk and compliance concepts to managers and executives.
* Trained [Number] new employees on accounting principles and company procedures.
* Analyzed monthly balance sheet accounts for corporate reporting.
* Prepared accurate financial statements at end of the quarter.
* Followed up with customers to collect information and verify details.
* Collected and arranged information and entered details into computer database.

**Customer Service Representative**, 03/2005 To 06/2006 **Vodafone House Ahmedabad**

* Contacted customer to follow up on purchases, suggest new merchandise and inform on promotions and upcoming events.
* Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems swiftly.
* Worked closely with sales representatives on inventory control and ordering.
* Directed calls to appropriate individuals and departments.
* Set up and explained new membership contracts.
* Answered average of [Number] calls per day, addressing customer inquiries, solving

**Data Entry Operator, 2016 to 2018 Mithali & Navrangpur Ahmedabad(Tata Docomo, Reliance & Airtel Offline and Online Work)**

* prepared documents for data entry
* verified, updated and corrected source documents
* entered data into designated database and forms
* checked printouts and performed statistical checks for accuracy
* recorded all tasks and activities
* prepared and submitted reports
* routed data to appropriate staff
* researched and retrieved requested data
* performed daily control functions

**Customer Care Representative Alpha Mall & Vodafone Magus House**

* Selling Belts & Leathers In fossil Brand at Alpha Mall
* Customer Care Representative in Inbound Process at Magas Vodafone Call Centre

**Delivery Boy at Cow Culture**

* Daily delivery Milk Bottles in all Areas.

**RESUME**

Name : Kashinarayan H Shrestha

Address : H-7 Gokhuldham Apartment,

Nr. Jal-Tarang Police Chowki,

Vejalpur,

Ahmedabad-380 051

Contact :+91-9081920231

Date of Birth : 22-08-1984

Marital Status : Married

Languages Known : Hindi, Gujarati, English & Nepali

Computer Skill : Basic Knowledge of MS Office &

Tally

Hobbies : Listening songs, Watching sports like cricket

Your’s Faithfully,

( K H Shrestha)