

RAKSHITH KEDINJE

NAVI MUMBAI

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CAREER OBJECTIVE

To secure a challenging role at a reputable company where I can gain professional knowledge and skills in Accountancy & Tax and utilise my academic qualification.

EXPERIENCE

PROTRANS EXIM SOLUTION PVT LTD

Account Executive -Full Time(JANUARY 2025-PRESENT)

- Reviewed, verified, and processed invoices for payment, ensuring compliance with internal controls and vendor terms.
- Ensured appropriate approvals and authorizations before releasing payments.
- Updated financial spreadsheets and reports to maintain accurate records.
- Handled bank entries and performed bank reconciliation to maintain financial integrity.
- Maintained ledger accounts for all parties and conducted ledger reconciliation.
- Performed Balance Sheet reconciliation to verify ledger balances and ensure accuracy across assets, liabilities, and equity accounts.
- Assisted in the preparation of financial statements in collaboration with the accounting department.
- Prepared monthly financial reports by working closely with team members.
- Handle all intercompany reconciliation using ERP & Freight cube software, ensuring consistency across group entities.
- Co-ordinate with tax department to Reconciled GSTR 2A/2B records for audit purposes.
- Managed cost center accounting using Freight Cube software to track and allocate expenses.

NMR ASSOCIATES

Jr.Accountant -Full time (SEPTEMBER 2022-DECEMBER 2024)

- Post and process journal entries to ensure all business transactions are recorded using Tally software. Maintaining Books of accounts.
- Performed regular ledger reconciliation and bank reconciliation to verify transaction integrity and resolve discrepancies across accounts payable and receivable.
- Assist in the processing of balance sheets and financial statements according to legal and company accounting and financial guidelines u/s 44AB Tax audit and Statutory Audit . Assist senior accountants in the preparation of monthly/yearly closings.
- Prepare and submit weekly/monthly reports of clients.
- Assist with other accounting projects.
- Bank statement working for Individual ITR Computation & finalise with seniors.
- File PTRC (Profession tax) filling monthly/annually of clients.

URBAN HOME DECOR LLP

Business Accountant(Part time) (SEPTEMBER 2021-FEBRUARY 2022)

- Maintaining accurate financial records, including invoices, receipts, and bank statements. Discussing with business owner on financial matters, including financial planning, cash flow management.
- Prepared and sent sale invoices to customers.
- Preparing stock report monthly.

EDUCATION

- Master of Commerce(M.Com in Accountancy)- University of Mumbai (June 2022-May2024)
- B.com(Banking & Insurance) – University of Mumbai (June 2019-May 2022)

ADDITIONAL CERTIFICATIONS

- NISM Financial Education(SEBI)
- Certificate Advanced Accountancy (Disha Computer Institute)

SKILLS

- Problem Solving
- Time Management
- Research Skills