



RAJ MADHAVI

CONTACT

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Rajkot Gujarat, India

EDUCATION

2017 - 2020
MUMBAI UNIVERSITY

- Bachelor of Commerce

2016 - 2017
MUMBAI UNIVERSITY

- Higher Secondary School Certificate

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

PROFILE

A dedicated and detail-oriented accounting professional with 3 years of hands-on experience in accounting, bookkeeping, and taxation, including 1 years in Australian accounting and 2 years in the US domain. Demonstrated expertise in maintaining accurate financial records, analyzing data, and ensuring compliance with industry regulations. Skilled in using accounting software and tools to streamline processes and improve efficiency. An effective communicator with a collaborative approach, excelling in cross-functional team environments.

WORK EXPERIENCE

- MYCPE ONE
Consultant

MAR'2023 - AUG'2025

Accounting Duties

- Clearing Bank Feeds and Preparing Manual Bank Entries.
- Performing daily bookkeeping tasks including creating invoices & bills and matching the respective receipts and payments and assigning appropriate categories to transactions
- Recording Payroll journal entries into QBO.
- Reconciled and Review Periodic payrolls.
- Prepare Bank and Credit Card Reconciliation For Improving Cash Flow.
- Preparation of AP/AR aging schedules.
- Preparation of Loan amortization schedule, prepaid and Depreciation schedule
- Reconciliation for group companies (Inter Company reconciliation)
- Creating a comparative statement report for financial statements to analyze and identify variations.

Tax Duties

- Preliminary assessment and Preparing tax returns for individuals and corporate tax entities (1040, 1041, 1065, 1120, 1120S)
- Compare and analyze current year tax documents & tax organizer with the previous year's tax return to identify missing tax documents.
- Experienced in managing and optimizing taxes through various tax credits and allowable deductions, ensuring compliance and maximizing financial benefits.
- Review basis calculation to avoid tax penalties.
- Ensuring all the critical and E-filing diagnostics are resolved before submitting the return for review.

SOFTWARE

- Quickbooks
- CCH Axcess
- Drake
- Karbon
- Asana
- Microsoft Excel (Intermediate)
- Office 365
- Pro-Connect
- Tax Dome
- Xero
- Bill.com
- BGL 360

● Manubhai & Shah LLP

Accountant

Nov'2021 - Mar'2023

- Specializing in Self-Managed Super Funds (SMSFs) under the Australian Accounting framework.
- Responsible for end-to-end preparation, review, and analysis of financial statements, ensuring compliance with relevant regulations.
- Managing production accounting activities, including reconciliation, reporting, and documentation.
- Handling taxation requirements, including preparation of tax returns, regulatory submissions, and liaising with external auditors.
- Demonstrated ability to meet tight deadlines while maintaining accuracy and quality in deliverables.

CERTIFICATION

- Winner – Street Play Competition, Mumbai Suburban Youth Festival (MSYF) – 1st Prize, February 2019.
- Certificate in Counselling, Skill Development & Vocational Training Institute of India, June 2018.
- Gems and Jewelry Training, Indian Society for Training & Development (ISTD) – Government of India, May 2018.
- Jewelry Retail Sales Associate, National Skill Development Corporation (NSDC) – Government of India, October 2017.