

# KHUSHJEET JALANDRIA

Finance & Accounting  
Statutory & Tax Audits  
Direct & Indirect Taxation



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## PROFILE SUMMARY

**A competent professional offering nearly 6 years of post-qualification experience in Finance & Accounts.**

- ❖ Rich experience in **developing and executing FP&A** (Financial Planning and Analysis) by generating & analysing financial management reports and presenting financial statements (cash flow, profit & loss, balance sheet) on various financial performances of the business
- ❖ Experience in **maintenance & finalization of accounts, financial analysis**, forecasting, budgeting, report management and internal financial controls
- ❖ Skilled at **implementing financial reporting procedures**, as per statutory requirements; effective in providing timely, relevant & accurate reports & analysis of the organization's performance to **facilitate decision-making**
- ❖ Drove teams to **ensure timely preparation and maintenance of all necessary records** of payables & receivables, income & expenses, general ledger, profit & loss, balance sheet accounts, and document business transactions
- ❖ Experience in **Risk Management, Treasury, Forex Operations, Cash Flow Management, Budgeting and MIS**
- ❖ Successfully maintained adequate internal control system, supervised preparation of annual and periodic financial results
- ❖ Monitored **accounts to ensure payments** are up-to-date, researched and resolved invoice discrepancies and issues, **maintained vendor files** and corresponded with vendors and responded to inquiries
- ❖ Successfully **drove strategic finance operations** such as **General Accounting & Financial Reporting, Transition, Migration & processes implementation, process redesigning, re-engineering & standardization**
- ❖ An effective communicator with **strong relationship management skills** and capability to relate to cross-functional people

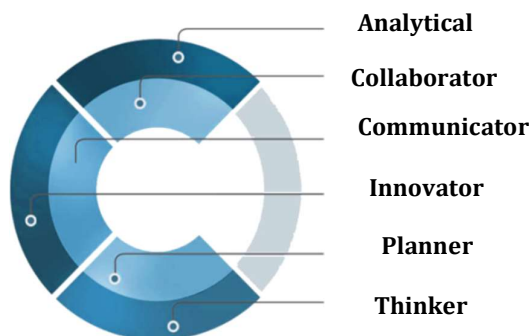


## CORE COMPETENCIES

- Accounts Payable / Receivable
- Payroll Management
- GST Implementation
- Budgeting & Forecasting
- Accounting (Sales/Purchase/Journal)
- MIS Reporting & Documentation
- Audits & Taxation
- Forex Operations
- Compliances / Internal Control



## SOFT SKILLS



## EDUCATION



2018: CA (Final Group 1) from Institute of Chartered Accountants of India



2011: B.Com. from Mumbai University

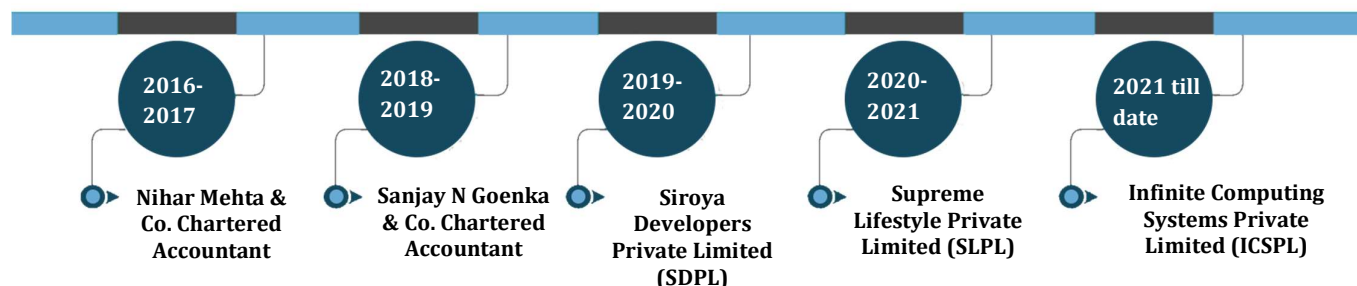


## IT SKILLS

- ❖ Microsoft Excel, Word, PowerPoint
- ❖ Tally ERP 9
- ❖ CA ERP and TDS software (Winman & Computax)
- ❖ Sensys Easy Pay for making Salary Slips



## CAREER TIMELINE





## WORK EXPERIENCE

**Infinite Computing Systems Private Limited (ICSPL), Mumbai**  
Apr 2021 till date | Senior Executive Accounts & Finance

**Supreme Lifestyle Private Limited (SLPL), Mumbai**  
Dec 2020 to Apr 2021 | Accounts Executive

**Siroya Developers Private Limited (SDPL), Mumbai**  
Dec 2019 to Dec 2020 | Accounts Executive

**Sanjay N Goenka & Co. Chartered Accountant (Proprietary Concern), Mumbai**  
Jan 2018 to Oct 2019 | Accountant and Audit Assistant

**Nihar Mehta & Co. Chartered Accountant (Proprietary Concern), Mumbai**  
Dec 2016 to Aug 2017 | Audit Assistant

### Key Result Areas:

- ❖ Managing accounts receivable and payable by preparing ageing reports, calculating, reimbursement bills
- ❖ Resolving all payment related problem and invoice discrepancies; verifying employee expense reports
- ❖ Maintaining accounts receivable by following up with customers regularly and collecting outstanding dues
- ❖ Maintaining bank reconciliation, inter & associated company's reconciliation & reconciliation of debtors and creditors
- ❖ Administering bank payments in CMS-NET module
- ❖ Steering budgeting and maintaining bank/cash levels at all times and forecasting funds requirements
- ❖ Leading preparation of Employee Payroll of a software company with 100+ employees
- ❖ Preparing and filing TDS statements and corrections for various entities
- ❖ Driving month end close activities including the preparation and review of Adjustments & Closing entries
- ❖ Facilitating complete monthly close procedures; preparing Trial Balance, Profit & Loss Statements, Balance Sheet
- ❖ Liaising with internal and external auditors, banks, regulatory agencies, suppliers and customers
- ❖ Assisting and coordinating to schedules periodical reviews, internal audits & year-end audit with external auditors
- ❖ Preparing GST registration and monthly returns and annual returns for Companies, Individuals and Partnership Firms
- ❖ Conducting tax audit and preparation of tax audit report of a leading infrastructure company, group of money market companies and power companies

### Highlights:

- ❖ Executed an **in-depth detailed analysis of the collected accounting data** for various client organizations
- ❖ Led preparation of **Final Statements such as Balance Sheet, Profit and Loss Account** and the accompanying schedules
- ❖ Assisted in **matters and cases relating to direct tax, tax deducted at source, various indirect tax compliances** such as GST, Service Tax and VAT



## ARTICLESHIP

**Jitendra Sanghavi & Co. Chartered Accountants (Partnership Firm) - Articleship (Internship)**  
Feb-2013 to Feb-2016 | Articled Assistant



## PERSONAL DETAILS

**Date of Birth:** 24<sup>th</sup> November 1990

**Languages:** English, Hindi, Gujarati and Marathi

**Address:** Girgaon, Mumbai – 400 004