

KAUSHIK SHETH



Tally Accountant and GST,Income Tax Return Filling

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Experienced accounting professional with expertise in tax accounting, GST filing, and communication. Proven track record at Arihant Consultancy as a Tally Accountant. Proficient in English, Hindi, and Gujarati. Skilled in handling public relations and computer proficiency. Seeking opportunities to leverage advanced MS Excel skills and accounting knowledge.

EXPERIENCE

OWNER

ARIHANT CONSULTANCY

30/09/2017- Ongoing Full-time

- Spearheaded business operations, achieving a 30% increase in revenue over two years through strategic planning and market analysis.
- Cultivated a loyal customer base, enhancing client retention by 25% via exceptional service and targeted marketing initiatives.
- Optimized supply chain processes, reducing operational costs by 15% while maintaining product quality and delivery timelines.
- Led a team of 10 employees, improving productivity by 20% through effective training and performance management.

Tally Accountant

Arihant Consultancy

01/09/2017- Ongoing Full-time

- Streamlined financial processes by implementing advanced Tally ERP solutions, reducing monthly reconciliation time by 30%.

SKILLS

Auditing	●	●	●	●	●
Accounting Finalisation	●	●	●	●	●
Balance sheet Preparation	●	●	●	●	●
Balance Sheet Finalization	●	●	●	●	●
Communication	●	●	●	●	●
General Accounting	●	●	●	●	●
GST Return Filling	●	●	●	●	●
TDS Return Filling	●	●	●	●	●
Team handling in Accounting	●	●	●	●	●
Tally Prime	●	●	●	●	●

LANGUAGES

English

Hindi

Gujarati

EDUCATION

- Managed accounts payable and receivable for over 100 clients, ensuring 98% on-time payment compliance.
- Conducted detailed financial analysis, identifying cost-saving opportunities that reduced operational expenses by 15%.
- Trained and mentored a team of 5 junior accountants, enhancing departmental efficiency by 20%.

SENIOR ACCOUNTANT

SHREE GANESH ASSOCIATES

01/03/2012- 29/09/2017

 Contract

- Spearheaded financial reporting processes, reducing month-end close time by 30% through streamlined procedures and enhanced accuracy.
- Led a team of five accountants, improving departmental efficiency by 25% through targeted training and process improvements.
- Managed budgets exceeding \$10 million, achieving a 15% cost reduction by implementing rigorous financial controls and cost-saving initiatives.
- Conducted detailed financial analyses, driving strategic decision-making and contributing to a 20% increase in profitability.

ACCOUNTANT & PURCHASE MAGNER

RAJ ENTERPRISE

01/05/2008- 29/02/2012

 Full-time

Certainly! Below are impactful bullet points for a resume based on the role of an Accountant & Purchase Manager:

- Spearheaded the optimization of procurement processes, reducing costs by 15% annually through strategic vendor negotiations and bulk purchasing.
 - Streamlined financial reporting systems, enhancing accuracy and reducing report preparation time by 30%.
 - Managed a \$5 million budget, ensuring compliance with financial regulations and achieving a 98% accuracy rate in
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financial audits.

- Implemented a new inventory management system, improving stock turnover rates by 20% and minimizing waste.
- Trained and led a team of 5 junior accountants, fostering professional development and increasing team productivity by 25%.

ASSISTANT ACCOUNTANT

SHREE GANESH ASSOCIATES

01/02/2006- 30/04/2008

 Full-time

- Streamlined financial reporting processes, reducing monthly close time by 15% through enhanced data organization and automation.
- Reconciled accounts and identified discrepancies, achieving a 98% accuracy rate and improving financial integrity.
- Collaborated with cross-functional teams to implement a new budgeting system, resulting in a 20% increase in forecasting accuracy.
- Analyzed financial data to support strategic decision-making, contributing to a 10% reduction in operational costs.