



Kunal Khandu Akhade

Senior executive

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About Me

Dedicated and detail-oriented Senior executive with 4 years of experience. who want to work for the growth of one self along with the growth of the organization. And also to achieve excellence in account, audit, tax, finance and other commerce related fields and provide services to the organization, at my best level through dedication and hard work.

Education Background

- Patkar Varde College Mumbai University
B.com (BAF) 2019 (CGPA: 6.96)
- HSC - Chogle junior college (2016 - 64%)
- SSC - Chogle high school (2014 - 65%)

Skills

- Microsoft Excel
- Microsoft Power Point
- Microsoft Word
- ERP
- Accounts administration
- Bank reconciliation
- SAP
- Cash Application
- Understanding Market trends

Soft Skill

- Adaptability
- Decision making
- Communication
- Multi-tasking

Extra Curricular Activities

- Volunteer at beach cleaning organized by DSNDP
- Volunteer at NSE for listing ceremony
- Participated in dance in college fest
- Participated in Inter school competition

Languages

English Hindi Marathi

Hobbies

 Reading, Travelling

Professional Experience

• Organic Facility Services LLP | Senior executive (Mar 23 - Present)

- Collaborate with suppliers to process invoices & notify vendors for payments.
- Vendors invoice processing PO & Non PO, consolidated provision monthly or annually un-accounting vendor invoices.
- Vendor balance confirmation & reconciliation, MSME Vendor management.
- Review GSTR 2B & reconcile, payment processing TDS, Incoming payment posting, GST workings & TDS working, preparation of Tax invoices and other documents.
- Managing all accounting transactions, handling monthly, quarterly and annual closing.
- Helped with accounts receivables, Payable and bank statement reconciliation and balance sheet account reconciliation.
- Assisted with research, filling data entry, and recording and maintaining accurate and complete financial records.
- Training juniors for day to day activities

• Pet Plastic Limited | Account Executive (Feb 19 - Feb 23)

- Manage Accounting activities to ensure compliance with accounting principles, policies and audits.
- Prepare financial reports, such as balance sheet and income statement, GST workings & TDS working, preparation of invoices and other documents.
- Managing all accounting transactions, handling monthly, quarterly and annual closing.
- Helped with accounts receivables, Payable and bank statement reconciliation and balance sheet account reconciliation.
- Assisted with research, filling data entry, and recording and maintaining accurate and complete financial records.