

KANJILKUMAR LAD

Accounts Professional

☎ 78789 78966 | ✉ kanjillad92@gmail.com | 📍 Degam, Chikhli, Gujarat

PROFESSIONAL SUMMARY

Detail-oriented Accounts Professional with over 9 years of comprehensive experience in financial accounting, inventory management, stock statement preparation, sales and purchase billing, TDS compliance, statutory audit support, and day-to-day accounting operations. Proficient in Tally Prime, Tally Prime Edit Log, and Microsoft Excel, with a strong ability to maintain accurate financial records, perform reconciliations, ensure regulatory compliance, and support audit-ready financial reporting.

CORE COMPETENCIES

- Financial Accounting
- Inventory Management
- Sales & Purchase Billing
- Purchase Order
- TDS Compliance
- Bank Reconciliation
- Statutory Audit Support
- Utility Expense Accounting
- Financial Reporting

PROFESSIONAL EXPERIENCE

Krisdha Solutions & Service Pvt. Ltd., Valsad | Jan 2023 – Present

Accounts Executive

- Managed accounting operations in Tally Prime including ledger entries and bank reconciliation.
- Prepared sales bills, purchase bills, and purchase orders.
- Handled inventory management and prepared stock statements.
- Processed TDS deductions, entries, and reconciliations.
- Prepared financial reports and maintained daily accounting records.
- Managed electricity, telephone, and other operational expense accounting.
- Supported statutory audit activities through document verification and ledger scrutiny.

Investa Pumps Pvt. Ltd., Valsad | Oct 2021 – Dec 2022

Accounts Assistant

- Processed sales and purchase entries with accurate documentation.
- Prepared and verified purchase orders and vendor records.
- Maintained inventory records and stock movement details.
- Handled customer and vendor payment follow-ups.
- Assisted in monthly reconciliation and reporting activities.

Unique Polypack, Valsad | Jul 2019 – Sep 2021

Accounts Assistant

- Performed daily accounting entries and managed petty cash transactions.
- Prepared monthly financial reports for management review.

Nishnaath Management Consultant Pvt. Ltd., Vapi | Mar 2017 – Jul 2019

Audit Assistant

- Provided support for statutory and internal audit assignments.
- Verified accounting documents, vouchers, and ledger balances.
- Assisted in reconciliation, compliance checking, and audit reporting.

R.R. Muni & Co., Vapi | Jan 2016 – Mar 2017

Accounts & Audit Trainee

- Maintained accounting entries and supported audit activities.
- Assisted senior accountants in preparation of financial statements.

EDUCATION

Qualification	Year
B.Com – Veer Narmad South Gujarat University	2014
Diploma in Financial Accounts – Gujarat Board	2014
HSC (Commerce)	2010
SSC	2008

TECHNICAL SKILLS

Tally ERP 9 • Tally Prime • Tally Prime Edit Log • MS Excel • MS Word • MS PowerPoint • VIPL (Hospital Software) • WIN HMS (Hotel Software)

Thanks,

Regards

Kanjil Lad