



Abhijeet Ashok Kalke

I am a goal driven person with curiosity to make sense of the numbers. I approach with 10 years of proficiency in varying industries of major financial functions working through from Basics to Corporate Reporting.

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Personal Details

I am Highly interested in roles that includes Financial Accounting, Advanced Excel Modelling and Market Research functions. With 8 years of experience in Finance Industry I have been exposed and enjoyed the opportunities of Independently handling accounting functions from scratch to finalization, GL Review, Reconciliations, consulting on Internal Control systems, Budgeting and Forecasting, Implementing ERP Systems and Ad-Hoc Reporting.



Specializations

Financial Statements

Accounts Payable

Accounts Receivable

GL Review

Financial Analysis

Cash Flow Statements

VAT Filing

Internal Audit

Reconciliation Reports

Management Reporting

Inventory Management

SOP / System Creation

Menu Engineering



Career Timeline



Work Experience



Mar 2022 – Till date

ACCENTURE

(Team Leader) India

Key Highlights:

- Performing Internal review of activities performed by Team.
- Preparing Financial and other reports required by management
- Performing variance analysis activity of P&L and Balance sheet account
- Booking of Journal entries as well as performing reconciliation task during month end in absence of any team members.
- Need to make sure that team should delivering their Deliverables on time with accurate manner
- Handling all the issues and concerns of team members.
- Assisted in implementing a new process that increased communication with client
- Maintained positive and rewarding relationships with client.
- Ensured compliance with payroll and accounting deadlines
- Researched and resolved inventory and overhead accounts payable discrepancy issues often utilizing good working relationships with other departments
- Managed departmental schedule, vacation and overtime to assure adequate staffing.
- Trained new staff and evaluated their performance.



Sep 2019 – Dec 2021

GAUTAM GROUP

(Group Accountant) Dubai, UAE

Key Highlights:

Review Accounts Reconciliation and Monthly Accounting Activities

Reviewing New SOP's and Scrutinizing control systems

Bank and GL Reconciliation finalization

Regional Reporting of Revenue and other ad-hoc reports VAT Filing/Claims and compliance monitoring

Liaise with External Consultants on Tax Compliance

activities Providing Inventory Audit and Variance

Reports

Conducting Internal Audit for companies and reporting on areas for

improvement Maintain and assisting my juniors and train new hires in the firm

Verification of all documents and approval for payments.



SPRING GROUP

1-880-777-7777

May 2017 – May 2019

SPRING GROUP OF COMPANIES

(Senior Accountant) Dubai, UAE

Key Highlights:

Preparation of P&L & Headcount reports and ensuring adherence to deadlines.

Assist with testing and receive final approval for system reports required for management, financial reporting, and general ledger reconciliations

Assist with completion of the quarterly and annual

Regulatory Filings preparation of assigned quarterly and annual Statutory Statement pages/schedules.

Preparing payroll of the company's employees. (WPS as well as EWPS)

Assist in key month end activities which provide oversight of completeness and accuracy of underlying management information.



Feb 2015 – Dec 2016

WNS GLOBAL SERVICES PVT LTD

(GL Accountant) India

Key Highlights:

Prepare Financial Statements and supporting

Schedules

Facilitate and complete monthly close procedures

Assist in implementation of Oracle R12 financial application

Preparing various schedules / Documents for Statutory Audit

Ensure timely attestation of SOX compliance and support Internal Audit

Comparative Analysis and Cost Reporting based on Management requests

Monthly scrutiny of all balance sheets accounts for all locations

Preparation of various P&L & reports and ensuring timely adherence to deadlines.



Jul 2012 – Mar 2014

SPARK SECURITIES AND ALLIED SYSTEMS

(Accounts Executive) India

Key Highlights:

Assisting Chief Accountant in Monthly Consolidated Financial and Cash Flow Statements
Reviewing General Ledger, Supplier Aging, and VAT Reconciliation.
Preparing invoices on tally software and following up for the payment
Company Bookkeeping and General Ledger Reconciliation
Preparing and Assisting in Payroll and Compliance Reports for Seniors
Posting Receiving entries timely in accounting Software
Filing and Structuring Tax Documents of Client



Education

Chartered Financial Analyst – ICFA India (2012-2014)
Master of Investment and Financial Analysis – ICFA India (2014)
Bachelor of Commerce – Mumbai University, India (2009-2012)
Higher Secondary Education – Maharashtra Board (2007-2009)



IT & Technical Skills

OS: Highly Proficient with Windows and Android Operating Systems
Office Suite: Advanced Microsoft Excel and Microsoft Products
Accounting ERP: Oracle, QuickBooks, Tally, Onelink, Blackline
Additional: Technical Research, Industry Analysis, Financial Modelling



Personal Details

Linguistic Skills: English, Hindi, Marathi

Date of Birth: 6th July 1991

Notice Period: 60 Days

Current Location: New Mumbai

