**Kalpesh Ghaghada**

**Number: 00918160722463**

**Email: kalpeshjg91@gmail.com**

**Career Objectives**

Seeking job in a well-established organisation for gaining professional experience in field of accounting or finance and be self-relied.

**Experience**

* **Diamond KPO Ltd – Team Leader (April 2022 to Current)**
	+ **Senior Accountant (April 2022 to June 2022)**
		- **Finalize Accounts and HST Returns**
		- **Prepare Business Tax Return**
	+ **Team Leader (June 2022 to Current)**
		- **Finalize Business Tax Returns**
		- **Team Management and Client Communication**
* **Pacific Global Solutions Ltd - Senior Accountant (December 2019-April 2022)**
	+ **Junior Staff Accountant (December 2019 – March 2021)**
		- **Preparing Month End Financials**
		- **Posting Documents to Various Accounting Software’s**
		- **Preparing Sales Tax and Payroll Tax Return**
	+ **Staff Accountant (April 2021 – October 2021)**
		- **Review Financials and Prepare Observations**
		- **Review Sales & Payroll tax returns**
	+ **Senior Accountant (October 2021 – April 2022)**
		- **Team Management**
		- **Client Communication**
* **Beach Jewellers LLC – Accountant (January 2014- October 2019)**
	+ **Supplier Reconciliation**
	+ **Bank Reconciliation**
	+ **VAT Return Preparation & Filing**

**Education**

**ACCA Qualification, 2012- 2015** (ACCA Affiliate)

**Bachelor of Commerce Major in Accounting (with Distinction)**

University of Wollongong in Dubai, 2012

**Achievements**

* **Deans Merit List of 2010 at University of Wollongong in Dubai**
* **Completed S.T.A.R. Leadership Programme at University of Wollongong In Dubai**

**Computer Skills**

* Microsoft Office (Word, Excel, PowerPoint, Database)
* SAP (FICO Module)

**Personal Details**

**Date of Birth : 01-01-1991**

**Languages : English, Hindi & Gujarati**

**Nationality : Indian**

**References Available Upon Request**