




# Kapil Samvedi

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Hi,

I hope you are well.

Please find attached my resume for the post of accountant.

I have a wide knowledge in UK VAT bookkeeping and yearend accounting. I have nearly 8 years of UK accounting experience.

For other experiences, please refer attached my CV.

I am also very good in all types of reconciliations. I have been awarded for the best employee of the month from board of directors.

Please have a look at my CV and let me know, if I am fit for your requirements.

Looking forward to hear from you.

Have a nice day.

Regards

Kapil Samvedi

+91-9558368447

## OBJECTIVE

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Multi-faceted, efficient, and reliable professional with 18+ years of experience supporting senior executives, sales personnel, and managers to improve internal operations for small and large businesses.

## EXPERIENCE

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2014 -  
Present

- **Team leader - Senior accountant**  
UK KPO  
Accounts finalize, personal tax returns, bookkeeping and VAT preparation for UK client.  
Bank reconciliation, accounts receivables reconciliation, accounts payables reconciliation, VAT reconciliation and payroll reconciliation.  
Handling other accounts' ledgers.  
Preparing books of micro UK companies in Quickbooks, XERO and other online bookkeeping software.  
Analytical review of profit & loss account.  
Yearend ledger scrutiny.  
Corporation tax computations.  
Client's communications through emails, telecommunications and other modes of communications.  
Yearend accounts and quarterly VATs filing.  
Achievements - 3 times awarded for star employee of the month.

2009 -  
2014

- **Senior accountant**  
Indian manufacturing firm  
Bookkeeping.  
Bank reconciliation, accounts receivables reconciliation, accounts payables reconciliation, VAT reconciliation.  
Checking and approving suppliers' bills and entering them in Oracle suite.  
Monthly expenses details prepared, checked them with actual documents for the auditor's scrutiny.  
Provides financial information by maintaining & preparing management reports and other accounting duties as assigned by senior.

2002 -  
2009

- **Assistant accountant**  
Indian manufacturing firm  
Review of large level of supplier's bills, resolve the issue and posting in software.  
Bank reconciliation and other day to day banking activities.  
Maintaining fixed assets register.  
Physical inspection of stock.  
Supplier's ledger reconciliation.  
Assit chartered accountant in TDS/Income tax closings.  
Preparation of various expense reports for the audit purpose.

## EDUCATION

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- **Bachelor of commerce**  
Delhi university
- **Chartered financial analysts (CFA) from ICAI - First three groups cleared.**  
University of tripura  
55%
- **Certifcate in computing (CIC)**  
IGNOU  
69.50
- **Accounts & personality development certified**

Sponsored by IBM & The Times of India  
Secured first position

- **R.R.M.I**  
General knowledge all India  
5th merit - 92%

## SKILLS

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QBO pro advisor certified.  
XERO certified. Advanced  
MS- excel. MS-Word.  
TaxCalc. IRIS. QB desktop  
version offline. VT+ CCH.  
Digita. Receipt bank. Auto  
Entry. Tally.erp Clever online.  
Free agent online. Tax filer  
online. SAGE. SAGE One  
cloud based.

100%

## ACHIEVEMENTS & AWARDS

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- Awarded & promoted to Team leader

## LANGUAGES

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- English
- Hindi
- Sindhi

## PERSONAL DETAILS

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- Marital Status : Single for life time
- Nationality : Indian

## DECLARATION

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- **Declaration**  
I hereby declare, the information given above is true and best of my  
knowledge.