




Kapil Samvedi

+919558368447

kapilsamvedi99@gmail.com

 <https://www.linkedin.com/in/kapil-samvedi-31414153>

OBJECTIVE

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

EXPERIENCE

2014 -
Present

- **Team leader**

UK KPO

Review of team members' work and guide them. Accounts finalize, simple 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

- **Bachelor of commerce**
Delhi university
- **Chartered financial analysts (CFA) from ICFAI - 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

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

100%

ACHIEVEMENTS & AWARDS

- Awarded & promoted to Team leader

LANGUAGES

- English
- Hindi
- Sindhi

PERSONAL DETAILS

- Nationality : Indian

DECLARATION

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