

KAJAL NANDKISHOR BAIRAGI

Accounts Executive | GST & TDS Specialist | Audit & Compliance

+91 8805113527 | kajalbairagge7167@gmail.com | Shirampur, Ahilyanagar - 413709, Maharashtra

PROFESSIONAL SUMMARY

Detail-oriented Accountant with 8 years of progressive experience across accounting, GST compliance, TDS filing, auditing, and data management. Proven track record at DG Patels (2018–2024) and currently at ADI IMPEX (KISAN SHAKTI) since 2024, managing end-to-end accounts, e-invoicing, and regulatory filings. Holds an M.Com from Savitribai Phule Pune University and combines strong analytical skills with meticulous attention to accuracy and compliance.

WORK EXPERIENCE

Accountant

ADI IMPEX (KISAN SHAKTI) • Shirampur, Maharashtra

2024 – May 2026

2 Years of Experience

- Managed day-to-day accounting operations including journal entries, ledger maintenance, and bank reconciliation for the organisation.
- Handled GST filings (GSTR-1 & GSTR-3B), TDS deductions and e-filing, ensuring timely compliance with all statutory deadlines.
- Prepared and processed sales invoices, purchase invoices, e-invoices, and payment vouchers with accuracy and proper documentation.
- Coordinated with vendors and clients for payment follow-ups, outstanding reconciliations, and account settlements.
- Assisted in preparation of monthly MIS reports, profit & loss statements, and balance sheet schedules for management review.
- Maintained organised records of all financial transactions and supported internal and statutory audit processes.

Accounts Executive

DG Patels • Shirampur, Maharashtra

January 2018 – December 2024

6 Years of Experience

- Managed full-cycle data entry including sales invoices, e-invoices, e-bills, and professional email correspondence, ensuring accuracy and timely processing.
- Prepared and processed diverse payment types — NEFT, RTGS, cheques, and online transfers — maintaining strict financial controls.
- Handled TDS calculations, deductions, and timely e-filing in compliance with the Income Tax Act; managed Form 16 and Form 26AS reconciliation.
- Performed comprehensive GST-related activities including GSTR-1, GSTR-3B monthly filings, Input Tax Credit (ITC) reconciliation, and annual return preparation.
- Conducted periodic auditing and internal reconciliation of accounts, flagging discrepancies and ensuring books aligned with bank statements.

EDUCATION

Master of Commerce (M.Com)

Bachelor of Commerce (B.Com)

CORE SKILLS & COMPETENCIES

Accounting	GST Filing & Compliance	TDS Calculation & Filing	Accounts Reconciliation
Data Entry	Import Documentation	Auditing	E-Invoicing / E-Bills
MIS Reporting	Vendor Management	Bank Reconciliation	Communication

KEY ACHIEVEMENTS

- Successfully managed 8+ years of uninterrupted GST filing and TDS compliance across two organisations with zero penalties, demonstrating exceptional regulatory accuracy.
- At ADI IMPEX (KISAN SHAKTI), streamlined accounts processes and MIS reporting, enabling management to make faster and more informed financial decisions.
- Streamlined invoice processing workflows at DG Patels, contributing to faster month-end closures and improved data accuracy across 6 years.
- Coordinated audit preparations that resulted in clean internal audit reports for multiple consecutive financial years at both organisations.

References available upon request