

YASH KONDE

Project Accountant
Administrator

 Kondeyash2000@gmail.com
 070832 08248
 Mihir Apartment near Chondhe
Patil Sports Complex

OBJECTIVE

Results-driven Project Accountant Administrator with a solid foundation in financial management and project accounting. Experienced in tracking project costs, managing budgets, invoicing, and reporting. Highly proficient in payment processing and maintaining precise financial documentation. Skilled in analyzing financial data and ensuring compliance with accounting standards and internal controls. Strong communicator with exceptional organizational skills and a proactive approach to problem-solving.

EXPERIENCE

Stantec

PROJECT ACCOUNTANT ADMINISTRATOR

Pune | Oct 2023 - Oct 2024

- Creating and managing comprehensive project setups, including processing transfers, change orders, budget updates, budget reallocations, and ad hoc adjustments based on invoice comments.
- Utilizing Oracle for all activities related to accounts receivable, with a primary emphasis on accurate invoice preparation aligned with service charges.
- Proactively following up on outstanding invoices and resolving discrepancies to ensure timely invoicing processes are completed by the specified cutoff dates.
- Managing project accounts for both the US and Canada regions, effectively addressing and resolving invoicing comments and inquiries.
- Generating and analyzing reports on a weekly and monthly basis, including the execution of macros for data manipulation and presentation.
- Compiling management reports by extracting relevant data, making necessary adjustments, and leveraging macros to deliver precise and actionable insights.
- Saving all the attached data given in the mails and sending invoices with self review and signed checklist.
- Handling Voluminous data with expected quality and accuracy.

SKILLS

Team Member

Expert
● ● ● ● ●

Decision Making

Expert
● ● ● ● ●

Problem Solving

● ● ● ● ● Expert

Communication Skills

● ● ● ● ● Advanced

Quick learner

● ● ● ● ● Expert

ACCOMPLISHMENTS

Study of Customers Satisfaction Of Muthoot Finance

- Conducted a comprehensive primary data collection using Google Surveys. Analyzed the collected data and meticulously prepared visually engaging graphs using Excel sheets based on the respondents' responses.

Ratio Analysis of Apollo Healthcare

- Gathered the financial statements of Apollo Healthcare and conducted a thorough examination of the report. Utilized ratio formulas to perform a detailed financial analysis of the company.

PROFESSIONAL SKILLS

Financial analyst	Project Accountant	Ms Excel	Tally	Oracle
Balance sheet	Invoicing	Taxation	Reporting	

EDUCATION

SSC Apr 2013 - Apr 2014

St Anne's High School Sumthana

HSC Apr 2015 - Apr 2017

Brijal Biyani Science College

Bachelor Of Commerce Apr 2019 - Apr 2022

Brijlal Biyani Science College

- Bachelor's degree in Commerce (B.Com)
- Participation in internships with local businesses
- Completion of coursework in accounting, finance, and marketing
- Involvement in student organizations or clubs related to business

Post Graduation Diploma In Banking and Apr 2022 - Apr 2023

Brihan Maharashtra Commerce College

- Understanding of banking regulations and compliance
- Proficiency in financial analysis and risk management
- Skills in customer relationship management and analysis techniques
- Knowledge of investment products and portfolio management

- Ability to utilize Finance software and digital tools effectively

CERTIFICATIONS

NCC C Certificate - Feb 2023	Certification In Software Diploma - Feb 2020
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LANGUAGES

Marathi Fluent	Hindi Fluent	English Fluent
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