**CHANDRASHEKHAR N. PARDESHI** 555B Chapman Mills Drive,

Nepean, Ottawa,

ON, K2J 5T2

Email: cshekhar.pardeshi@gmail.com

### Mobile : (343) 988-2239

**PROFILE**

Accounting professional with diversified experience in accounting, Tax and audit of service based and contracting projects. Excellent proven ability to manage full cycle accounting of multinational construction company.

**PROFESSIONAL SKILLS**

* Prepare and recording of Assets & Liabilities.
* Analyzing Revenue and Expenditure.
* Process Payroll
* Account Analysis
* Summarizing of financial statements – P&L and Balance Sheet
* Finalization of Accounts
* Management Reporting
* Budgeting
* Consolidation and Auditing

**WORK EXPERIENCE**

1. **H&R Block Canada Inc. Feb 2023 Onwards**

**Position/Role: Client Service Associate**

**Duties and Responsibilities**

* Greet and welcome each client in a cheerful and professional manner immediately as the client enters the tax office. Quickly determines the client’s service needs and assigns the client to an appropriate Associate in the scheduling program.
* Monitor client flow by managing and advising clients of the anticipated wait time and following-up when

there are any expected delays.

* Remain current with other H&R Block products and services in order to provide basic product information

to clients. Read other business publications, as recommended by the District Manager’s instructions.

Promote and provide information on additional tax and financial products, which the company may make

available.

* Answer the telephone in a professional manner, providing callers with basic information about services and fees when requested. Transfer calls to available tax Associates as necessary to fully respond to inquiries or resolve problems.
* Receive and secure cash, cheques, debit/credit card receipts, and balances the cash as part of the mid-day or end-of-the-day closing procedures. Record all transactions in the Point-of-Sale computer and complete bank deposits in accordance with the District Manager’s instructions.
* Schedule client appointments for the office staff. Assemble client folders as required, maintain confidential/sensitive files, and promptly file completed returns. Assist with the maintenance of COD

pending and pick-up files.

* Maintain proper office appearance and cleanliness. Ensure that workstation is neat and clean at all times and prepare for the following day by ensuring that adequate supplies are on hand.
* Other duties as assigned.

1. **Contrack Watts Inc. USA, Bahrain Branch Sep 2007 – May 2021**

**Position/Role: Sr. Manager – Finance & Accounts**

**Successfully managed projects for total completed Value of USD 231M for client US Navy, Bahrain Naval**

**Base.**

* Developed, implemented and enforced financial policies, systems and procedures.
* Ensured timely preparation of journal entries of cost accrual and revenue recognition.
* Preparing and coordinating month end process.
* Periodical monitoring and analyzing project cost and revenue.
* Monitoring cash flow – invoicing, vendor payments & cash collection.
* Preparing monthly reports and monitor KPI’s.
* Coordinating the financial planning and budget process.
* Maintained financial security by establishing internal controls.
* Improved systems and procedures and initiated corrective actions for waste reduction.
* Implemented financial system from traditional accounting to Value Added Tax compliant system.
* Reported critical financial trends to senior management.
* Established and maintained fiscal files and records to document project transactions in compliance with company policy and statutory requirements.
* Coordinated and completed annual audits.

**ACADEMIC**

* Master of Commerce (Shivaji University - India)
* Bachelor of Commerce (Goa University - India)

**TECHNICAL EDUCATION**

* Diploma in Computer Applications
* Working experience of Sage Timberline Office & CMiC

**Place : Ottawa**

**Cell :** (**343) 988-2239**

**Date : 14-February-2023**

**PROFESSIONAL REFERENCES**

**Kollantevida Hamsa**

HR Director, Middle East Operations – Contrack Watts Inc.

Cell : +971 55 593 8505

Email : Kollantevida.Hamsa@contrack.com

Note : Hamsa is HR Director of Contrack Watts Inc, Middle East Operations

**Rajesh Nerurkar**

Manager - Finance and Administration – Cegelec Saudi Co. Ltd.

Cell : +973 3605 5966

Email : rajesh.nerurkar@vinci-energies.com

Note : Rajesh was my supervisor at Cegelec, Bahrain between 2005 to 2007. He is currently working at Cegelec, Saudi Arabia.