

ACCOUNTS & FINANCE PROFESSIONAL

Mansi Kumawat

Accounts | Finance | U.S. Corporate Tax Exposure

ABOUT ME

Accounts and Finance professional with 4+ years of experience across Accounts Payable, Accounts Receivable, vendor and bank reconciliations, GST and TDS compliance, procurement accounting, invoice processing and month-end close. Hands-on exposure to U.S. corporate tax (Form 1120), including estimates, extensions, book-to-tax adjustments, reconciliations and federal/state filing support. Skilled in Excel, Tally ERP and Ginesys.

EXPERTISE

Accounts Payable (AP) Accounts Receivable (AR) Vendor Reconciliation Bank Reconciliation GST & TDS Compliance Invoice Processing
Month-End Closing Procurement Accounting U.S. Corporate Tax - Form 1120 Financial Analysis

EDUCATION

M.COM

MLSU, Udaipur | 2021 | 62%

B.COM

MLSU, Udaipur | 2019 | 63%

CLASS 12

CBSE | 2016 | 73%

CLASS 10

CBSE | 2014 | 74%

CERTIFICATION

- Zillion Solutions - U.S. Taxation Course

WORK EXPERIENCES

ACCOUNTANT

2022 - PRESENT

Navjeet India Pvt. Ltd. | Udaipur, Rajasthan

- Manage full-cycle Accounts Payable for 80+ vendors, processing 50+ invoices monthly with accurate payment verification and transaction tracking.
- Handle Accounts Receivable and daily/monthly bank reconciliations to maintain accurate, compliant financial records.
- Conduct vendor reconciliation and aging report preparation while maintaining books of accounts and procurement documentation.
- Record GST and TDS entries, debit/credit notes, and support statutory compliance during month-end closing activities.
- Resolve invoice and payment discrepancies through vendor coordination, ensuring accurate statements and timely closure.

PROFESSIONAL PROFILE

U.S. TAX EXPERIENCE

- Prepared 12-15 federal tax returns for clients across multiple industries.
- Prepared Partnership Tax Returns (Form 1065) at beginner level.
- Prepared state tax filings across 20+ jurisdictions.
- Prepared workpapers for extensions and estimates.
- Prepared federal and state extensions and quarterly estimated tax payment vouchers.
- Supported tax engagements by analyzing financial statements, book-to-tax adjustments, and Schedule M-1/M-3 reconciliations.
- Software knowledge: GoSystem, OIT.

TECHNICAL SKILLS

ACCOUNTING & SYSTEMS

- Tally ERP
- Ginesys Accounting Software
- Microsoft Excel
- Microsoft Word
- Procurement Accounting
- Financial Record Management

EXCEL & ANALYSIS

- VLOOKUP
- Pivot Tables
- Conditional Formatting
- Data Validation
- Financial Planning & Analysis
- Invoice Discrepancy Resolution

CORE STRENGTHS & LANGUAGES

CORE STRENGTHS

- Ethical accounting practice
- Corporate tax compliance
- Accounts payable management
- Vendor account reconciliation
- Analytical problem-solving
- Interpersonal communication

LANGUAGES

- English
- Hindi

PROFESSIONAL FOCUS

Focused on growing deeper U.S. tax capability while bringing a strong operational accounting foundation in AP, AR, reconciliations, GST/TDS compliance, procurement accounting, month-end closing and financial analysis.