

KINJAL PANDYA

FINANCIAL ANALYST – FP&A, Financial Modeling & ERP Systems

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PROFILE SUMMARY

Financial Analyst with experience in financial advising, transactional accounting, and audit support, contributing to FP&A functions. Delivered portfolio growth of 25% through structured financial analysis. Proficient in SAP S/4HANA, Bill.com, Concur, and advanced Excel, processing high-volume transactions with 99% accuracy and strong control compliance. Currently pursuing the U.S. CPA designation, enhancing expertise in IFRS, tax compliance, and regulatory reporting. Skilled in preparing detailed financial statements, reconciliations, and audit documentation to support strategic planning.

SKILLS

- **Financial Planning:** Budgeting, Forecasting, Variance Analysis, Financial Modeling, Performance Reporting
- **FP&A Analysis:** Variance Analysis, Trend Identification, Financial Forecasting, Performance Evaluation
- **Financial Reporting:** IFRS, ASPE, Financial Statement Preparation, Compliance Procedures, Control Testing
- **Investment Analysis:** Cash Flow and Risk Assessment, Cost-Benefit Evaluation, Asset Allocation, Return Review
- **ERP & Data Systems:** SAP S/4HANA, NetSuite, Bill.com, Concur, Navan, Excel (Pivot Tables, VLOOKUP)
- **Analytics Tools:** Power BI dashboards, Tableau, Data Visualization, Metric Tracking, Reporting Automation

WORK EXPERIENCE

Accountant

Top Talent Bridge

November 2024 - Present

Remote, Canada

- Strengthened bookkeeping and ledger oversight through full-cycle accounting procedures, with accuracy rising by 28%.
- Analyzed program and service revenue patterns to refine reporting workflows, contributing to a 22% efficiency increase.
- Coordinated financial reconciliation activities to streamline cross-unit data integrity, improving discrepancies by 19%.
- Executed payroll, billing, and compliance validations within audit frameworks, producing error reductions above 30%.
- Advanced internal control reliability via detailed reconciliation reviews, supporting a 28% improvement in precision.

Independent Financial Advisor

World Financial Group

March 2023 - Present

Ontario

- Designed personalized financial plans for 60+ clients, strengthening balance sheet analysis and driving a 25% increase.
- Advised clients on insurance, investment & retirement strategies, boosting alignment with long-term outcomes by 35%.
- Built recurring review workflows via scheduled financial assessments, achieving a documented 90% client retention rate.
- Ensured adherence during onboarding and advisory processes, maintaining control accuracy & a 98.9% audit pass rate.

Shopify Frontline Tech Support Specialist

TELUS International

April 2023 - October 2024

Montreal, QC

- Delivered resolutions to 500+ merchant inquiries via chat and email, ensuring billing accuracy and policy compliance.
- Diagnosed store, theme, & payment issues, boosting transaction accuracy and lowering operational downtime by 30%.
- Advised merchants on store configuration, supporting SaaS accounting workflows and raising satisfaction by 20%.
- Partnered with product and engineering teams to address escalations, lowering repeated ticketing by 25% across cycles.

Customer Service Representative - Rogers Campaign

IO Solutions

February 2021 - March 2023

Montreal, QC

- Addressed 80+ daily customer inquiries with 95% resolution accuracy, boosting billing validation and AR alignment.
- Investigated mobile and internet service issues, improving reconciliation accuracy and cutting repeat callbacks by 20%.
- Processed CRM and ERP records to track account changes, elevating expense reporting and documentation quality.
- Coordinated priority case workflows with escalation teams, improving cycle efficiency & reducing turnarounds by 30%.

EDUCATION

Certified Public Accountant (CPA)

State of Pennsylvania, USA

In Progress

Postgraduate Diploma – Project Management

Cegep de la Gaspésie et des Îles, Montreal, QC, Canada

January 2020 – December 2020

Postgraduate Diploma – Financial Services & Financial Security Advisor

Cegep de la Gaspésie et des Îles, Montreal, QC, Canada

September 2018 – October 2019

Bachelor of Commerce

Saurashtra University, Gujarat, India

June 2014 – March 2017

CERTIFICATIONS

- Investment Funds in Canada (IFIC)
- Life License Qualification Program (LLQP)