

# POOJA SOLANKI

CHARTERED ACCOUNTANT (MAY 2025)

## Contact

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## Professional Summary

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- Results-driven professional with hands-on experience in risk-advisory and business process governance, supporting global audit closures and policy alignment across functions.
- Adept at evaluating internal controls, identifying process risks, and advising stakeholders on remediation and process optimisation
- Eager to embrace challenges during the training period to enhance domain expertise and practical skills.
- Seeking an opportunity to gain comprehensive knowledge and contribute meaningfully to the organization by becoming a reliable and efficient resource.

## Work Experience

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### Senior Executive

June 2024 -present

BSH household appliances Manufacturing Pvt.Ltd.

- Engaged in closing the audit measures of all the business functions raised by global auditors by reviewing the same and providing the suggestions for improvement.
- Assisting the process owners in policy making and aligning the same with global regulation of the company maintaining the consistency across the organization.
- Performing testing of Internal Control System of each business process based on organization policy for identifying the gaps and discussing same with relevant stakeholders for improvement.
- Reviewing the Documentation of policy in the system on perioding basis and providing the major amendments to process owners ensuring the policy are Upto date.

### Industrial Trainee

Jan 2023 - Jan 2024

BSH household appliances Manufacturing Pvt.Ltd.

- Gained in-depth understanding of various business processes within a manufacturing company, including operational and compliance aspects.
- Identified key risks across business processes and recommended improvements to enhance control effectiveness and process efficiency.
- Demonstrated effective communication skills in cross-functional interactions and reporting.
- Gained practical exposure to key internal controls implemented to mitigate financial, operational, and compliance risks.

### Article Assistant

May 2021 - Jan 2023

HSD & CO LLP

- Prepared projected Cash Flow Statements in accordance with applicable accounting standards and financial planning requirements.
- Ensured compliance with the provisions of the Income Tax Act in all relevant financial and tax matters.
- Involved in the preparation and filing of GSTR-1 and GSTR-3B returns at a foundational level.
- Conducted and reviewed Tax Audits for various entities, ensuring accuracy and adherence to statutory requirements.
- Assisted in the preparation and analysis of financial statements for companies, and managed accounting for individuals and firms using Tally software.
- Filed Income Tax Returns for individuals and businesses, ensuring timely and accurate submissions.

## Education

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### **CA FINAL (GROUP 1) (155/300) | May 2025**

Institute of Chartered Accountants of India

### **CA Intermediate (452/800) | May 2022**

Institute of Chartered Accountants of India

### **B.COM (6.5 CGPA) | 89.2% | Feb 2018**

R.A PODAR COLLEGE OF COMMERCE AND ECONOMICS

### **CA FINAL (GROUP 2) (197/300) | May 2024**

Institute of Chartered Accountants of India

### **CPT (103/200) | May 2018**

Institute of Chartered Accountants of India

### **SSC EXAMINATION (91.2%) | Mar 2016**

SMT S.T. MEHTA ENGLISH MEDIUM SECONDARY GIRLS SCHOOL

## SKILLS

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- Microsoft Excel
- Microsoft Power Point
- SAP
- Tally Prime
- Microsoft Word
- Visio

## PERSONAL DETAILS

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- DOB - 11/06/2000
- Language - English, Gujarati, Hindi & Marathi

(POOJA SOLANKI)