


# MANISH VARMA

CHARTERED ACCOUNTANT




 Male

 Sep 08, 1999

 9920778768

 ggautamvarma8@gmail.com

 D-10, Krishna Colony, Don Lane, Achole Road, Nallasopara(E), Mumbai (MH) – 401209

## SKILLS – INTERPERSONAL

- Confident Personality
- Work effectively and efficiently
- Good Leadership and Communication Skills
- Good Problem-Solving Skills

## SKILLS – COMPUTER

- Quick books
- Tally Prime
- MS – Office
- Win Man

## SKILLS – LANGUAGES

- English
- Hindi
- Marathi

## OBJECTIVE

To work in a firm with professional work driven environment where I can utilize my knowledge and skills which would enable me to grow while fulfilling organizational goals.

## ACADEMICS

COURSE	Institution /Board	YEAR	Percentage (%)
CA Final	ICAI	May 2025	54%
CA Intermediate	ICAI	May 2019	56%
CA Foundation	ICAI	Dec 2017	75%
B. Com	Mumbai University	April 2020	60%
HSC	Maharashtra State Board	Feb 2017	82%
SSC	Maharashtra State Board	March 2015	87%

## WORK EXPERIENCE

**Pacific Global Solutions Ltd**

**January 2024 – Till Present**

(Currently working as **Senior Accounts Analyst**)

### Job responsibilities:

- ◆ Managing the team of 2 to 3 Staff Accountants
- ◆ Perform day-to-day accounting job duties that include reviewing the accounting and financial reporting for the assigned clients
- ◆ Collaborate with the supervisor and designated clients on their respective daily functions
- ◆ Resolve Queries in a timely manner working around the establishment TATs (turnaround times)
- ◆ Understanding process and documenting them as detailed SOPs as and when required
- ◆ Train new resources as and when required
- ◆ Accurate Processing of month-end procedures

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## ACHIEVEMENTS

- Certificate in Financial Statement Analysis with 'O' grade from Mumbai University
- Certificate in Accounting in Tally with 'O' grade from Nagindas Khandwala College
- Certificate of Completion from Intuit in Quick Books Pro Advisor
- Completed the Adv. ITT and General Management & Communication Skill (GMCS) conducted by ICAI

## HOBBIES

- Dance
- Cricket
- Badminton
- Other curricular activities

## ARTICLESHIP TRAINING

**Prakash Madlecha & Co.**

**September 2019 – January 2023**

(Worked as **Apprentice - Trainee**)

### Work responsibilities:

- ◆ Income Tax Returns and Assessments
- ◆ VAT Returns and Assessments
- ◆ GST Returns
- ◆ TDS Returns & Revisions
- ◆ Internal Audit
- ◆ Statutory Audit
- ◆ Compliance of legal and regulatory issues
- ◆ All other types of reporting and correspondence