

## **CURRICULUM VITAE**

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**Gayatri Ninad Vaidya**

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### **OBJECTIVE**

To acquire incisive knowledge of finance and businesses and to add value to the concerned organization as well as to one-self in this process.

### **PROFESSIONAL QUALIFICATION**

- Nov 2008: Final C.A.**, (First Attempt)  
Institute of Chartered Accountants of India (ICAI).  
Securing 50%.
- May 2006: Inter C.A. (P.E. II), Group I**  
Institute of Chartered Accountants of India (ICAI).  
Securing in both groups 62%.
- November 2005: Inter C.A. (P.E. II), Group II**  
Institute of Chartered Accountants of India (ICAI).  
Securing in both groups 50%.
- May 2003: C.A. Foundation (P.E. I)**  
Institute of Chartered Accountants of India (ICAI).  
Securing 65%.

### **ACADEMIC QUALIFICATIONS**

- March 2013 :- PGDBA (Finace)**  
Symbiosis Distance Learning
- March 2008 :- Master of Commerce (M.Com),**  
Maharaja Sayajirao University of Baroda,  
Secured First class.
- March 2006 :- Bachelor of Commerce (B.Com),**  
Maharaja Sayajirao University of Baroda,  
Secured First class with Distinction.

**April 2003:** Higher Secondary School (**HSC**),  
Maharani Chimnabai High School, Vadodara  
Gujarat Higher Secondary Education  
Board, Secured Distinction with 90%  
**(Ranked 3<sup>rd</sup> in Gujarat and 1<sup>st</sup> in Baroda)**

**March 2001:** High School Examination(**SSC**),  
Maharani Chimnabai High School, Vadodara  
Gujarat Secondary Education Board,  
**Secured Distinction with 90%**

## **WORK EXPERIENCE**

**M/s MAHAJAN DOSHI & ASSOCIATES,**  
Chartered Accountants, Vadodara.  
**19<sup>th</sup> August 2006 to 18<sup>th</sup> August 2009. (Articleship)**

**M/s MAHAJAN DOSHI & ASSOCIATES**, is one of the oldest, prominent and leading audit firms. The lists of services, which the firm provides, include Statutory Audits, Internal Audits, Concurrent Audit, Taxation and Tax Audits.

- Statutory audit of small & large scale companies.
- Developed internal system of organization.
- Tax audits for various companies.
- Internal audit for various organizations.

## **INDUSTRY EXPERIENCE:**

**Name of the Company: HAVER IBAU INDIA PVT. LTD.**

**Brief history about the company:**

**The aforementioned company is 100 % Subsidiary of Haver & Boecker, Germany. The company is engaged in the business of manufacturing the “CEMENT PACKING PLANTS”.**

**Job Profile :-**

1. Document and management of the department finance & controlling management and preparation of monthly, quarterly and yearly trial balance, profit & loss accounts and finalization of accounts, liquidity forecasts
2. Budgeting, forecasting and analysis
3. Supervision and management of books of accounts
4. Assistance of corporate departments
5. Securing of project finance
6. Management of complete payment transaction including dunning
7. Cost accounting
8. Registration and renewal of licenses under CST, IT and compliances under statutory provisions
9. Preparation & filling of tax/ VAT returns
10. Generation of MIS reports of management and regulatory authorities
11. Establishment of professional relationships with external financial partners

**12.** Company secretary related tasks (e.g. maintenance of stocks and shares, conducting of board of directors meetings, projection of companies legal status and its entity under the companies act, administration of insurance policies)

**Computer Proficiency:** SAP- B1, Tally Software, and other ERP based software.

- **Presently I am working as a Finance & Controlling Manager in the aforementioned Company.**
- **My Current CTC: Rs. 10.96 Lacs p.a.**

#### **INDUSTRIAL VISITS DURING ARTICLESHIP:**

- Most of the Companies, which I visited, are from engineering background having turnover around INR 65 Crores.
- Also visited Private Limited Companies having turn over around INR 50 Crores & involving ongoing expansion plan.
- Presently undertaking a project of handling accounts department in a company.

#### **COMPUTER PROFICIENCY**

- Operating System : Windows (proficiency in MS office)
- Accounting : SAP- Business One, Tally 9.214 (ERP) ,  
Tally 7.2, Standard wings & ERP based software.

#### **PERSONAL DETAILS**

**Husband's Name:** Mr. Ninad Ravindra Vaidya

1985-

**Date of Birth** Nov-21

**Marital Status:** Married

**Strength :** Integrity, Honesty & Hardworking.

**Nationality:** Indian

**Hobbies &**

**Interest:** Singing and listening to music, Reading the books- Positive Thoughts  
Working interest includes System Development and System as well as  
Internal Audits.Taxation.

#### **References:**

Will be provided on demand.