

PRIYANKA GROVER

CHARTERED ACCOUNTANT



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CAREER ABSTRACT

- Chartered Accountant having 5.5 years of post-qualification experience
- Experience in accounting & finance operations entailing preparation and maintenance of statutory books of accounts and administering the finalization of yearend financial statements.
- Currently working as Manager Accounts & Finance since last 8 months in Choksi Group of Companies (Ahmedabad) having 100% Export oriented units - manufacturers and exporters of Organics pigments
- Worked as Assistant/Deputy Manager Accounts & Finance for 5 years in Shreeji Group of companies (Gandhidham, Kachchh) - a group of companies having diversified portfolio of various companies having warehousing, transportation, manufacturing, trading & import businesses
- Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work.

CORE COMPETENCIES

- Accounting & finalization of books of accounts,
- Internal Audit,
- Direct & Indirect Taxation,
- Implementing Internal Control System,
- Team Work, Adaptability & Problem Solving

EDUCATIONAL QUALIFICATION

Examination	Year	Institution & Board/ University	Percentage Obtained
C.A	2015	Institute of Chartered Accountants of India	54.38 %
B.Com	2014	Tolani Commerce college (KSKV University)	72.00 %
HSC	2011	Saint Xavier's High School (Gujarat Board)	89.14 %
SSC	2009	Saint Xavier's High School (Gujarat Board)	90.46 %
IELTS	2012	University of Cambridge- ESOL Examinations	77.00 %

TECHNICAL SKILLS

- Proficiency in standard ERP based leading Accounting and business management Software – various versions of **Tally solutions software from Tally 7.2 to Tally ERP9.**
- Proficiency with GST, Income tax and TDS government websites use.
- Conversant with MS Office and Internet applications.
- Well versed with Income Tax, TDS and Audit Software - Easy Office Software, ViratTDS

- Completed 100 hours Information Technology training of ICAI.

WORK EXPERIENCE

Manager – Accounts & Finance

Choksi Group of Companies, Period: 22.10.2020 till present,

Role & Responsibility

- Managing and overseeing the daily operations of the accounts and finance department and handling routine accounting work
- Finalization of Annual Accounts
- Dealing with Income tax and ROC matters
- Facilitating, monitoring and compliance of Internal and Statutory audits.
- Implementing systems and procedures to facilitate internal control
- Preparing details for and filing of GST and TDS/TCS returns and complying with other statutory requirements in this regard
- Payable management - Processing payment to overseas suppliers, getting LC processed and correspondence with banks
- Processing salary and vendor payments
- Receivables Management –getting Export receivables receipts processed through bank for bill closures against export payments, USD/Euro payments conversions, followup with customers for getting payments in due time, utilization of PCFC facilities for managing working capital and fund flow.
- Forward bookings and efficient utilization.
- Liaisoning with statutory auditors, banks, Mutual fund agent/ houses and other authorities.
- Preparation of annual Profit & Loss A/c and Balance sheet
- Preparing monthly stock statements
- Preparing various MIS reports as required by management

Assistant Manager – Accounts & Finance

Shreeji Group of Companies, Period: 01.12.2015 to 20.10.2020,

Role & Responsibility

- Handling routine accounts of three sub companies registered under Shreeji Group.
- Finalization of annual accounts
- Facilitating, monitoring and compliance of Internal and Statutory audits.
- Complying with statutory requirements of TDS and GST i.e., checking with applicability of TDS & GST, GST registration for new firms/ Companies, ensuring TDS & GST payments are made within specified due date, maintaining records, preparing details for and filing of GSTR-3B, GSTR-1 Returns and quarterly TDS returns. TDS revise returns for TDS default notices.
- GST Registration work of New companies/ businesses incorporated from time to time.
- Preparing cost / profitability sheet on monthly basis to determine operating profits.
- Audit of inventory. (SAP material receipts with Goods received note and sales of finished product.)
- Monitoring and maintaining daily bank and fund position for all major accounts.
- Processing payments for branch offices and vendors as specified by concerned Head of department.

- Bank reconciliation on regular basis.
- Maintaining statistics of salary for employees and payments for same thereafter.
- Monitoring import shipments documentation upon arrival of consignment liaising with CHA so as to ensure filing of Bill of Entry with regard to proper company details and verifying custom duty payments.
- Processing payment to overseas suppliers and correspondence with banks.
- Maintaining cost matrix for goods imported for trading purpose.

Rajiv Singh & Associates LLP, Period: 3 years (from 01.10.2012 to 30.09.2015)

Designation: Article & Audit Assistant

- Independently handled diverse audit assignments such as: Company Audit, Internal Audit, Tax Audit, and VAT Audit.
- Proficient in handling Taxation matters such as :
 - E-filing of Income tax returns for Individuals, Partnerships and Companies.
 - Ensuring Compliance of TDS provisions by the clients with regard to TDS deductions, payments and filing of returns for the same.
 - Dealing with Service Tax and related issues.
- Synchronizing audit activities of clients with diversified portfolios
- Proficient in handling team of subordinates and efficiently monitoring tasks delegated to them.
- Regular Interaction with clients to keep them updated on their respective book keeping.

Key Assignments

- Physical Verification of Fixed Assets for a government co-operative organization involved in manufacturing of fertilizers.
- Physical Verification of Fixed Assets for a multinational company involved in manufacturing of textiles.
- Handled Accounts, Tax Audit, VAT / sales tax and Consultancy Services for diversified set of clients involved in commercial activities related to trading, Hotels & restaurants, Shipping Business, Scrap Selling Business, transport fleet owners & contractors.

ACHIEVEMENTS

- Passed CA in 1st attempt.
- Received “MukhyaMantri Shri Narendra Modi Kanya Kedvani Nidhi Certificate”.
- Awarded in drawing competition held by Indian Oil Corporation at School level
- Received “Amul’s Vidya Bhushan Award” for Academic excellence in HSC Board Exams.

PERSONAL DETAILS

Date of Birth : 1st August 1993
Marital Status : Unmarried
Address : 301, Shantam Avenue, Gurukul Road, Memnagar, Ahmedabad
Languages Known : English, Hindi, Gujarati, and Punjabi.