

Jay Trivedi

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Professional Summary

- ✓ Exposure to different audits and knowledge about import and export
- ✓ Proficient in Excel and Management Information System
- ✓ An avid learner looking to build career in finance and auditing

Soft Skills

- ✓ **Knowledge about Excel and its functions**
 - Creating of Automated **Excel Dashboards** with Pivot Table, Pivot Charts, Slicer and Sparklines
 - Nested "If" functions, Sumif, Sumifs, Counta, Countifs, Data Validation, Conditional Formatting, Advance Filter, Vlookup, Hlookup, Index, Match, Goal Seek and Data Tables
 - Knowledge about recording of Macros
- ✓ Exhaustive knowledge and training about **Financial Modelling, Equity Valuation** and Equity Research from Finance Master Academy, Mumbai
- ✓ Participated in the training for **Discounted Cash Flow Valuation** and **Comparable Company Valuation**
- ✓ Knowledge and ability to calculate interest, debt amortization and EMI. Expert in using excel functions of PV, PMT, FV and others about **Time Value of Money**.
- ✓ Knowledge about Microsoft Power Point and Microsoft Word
- ✓ Other Soft Skills
 - Strong Communication/Presentation Skills, with the ability to present observations to top management
 - Ability to quickly learn and apply new concepts

Professional Experience

K C Mehta & Co - Ahmedabad, Gujarat

Executive Auditor: Management Audit

From July 2019 to Till date

Reporting to: Director

K C Mehta is one of the India's known chartered accounting firms having head quarter in Baroda, Gujarat.

Key Responsibility Areas

- ✓ Audit planning as per the schedule.
- ✓ Travelling as per the Audit Schedule.
- ✓ Auditing the Clients as per the guidelines provided as well as branch visit and client visit
- ✓ Discussing the audit observation with client as well your HOD and preparing audit reports.
- ✓ To discuss the concern with manager Compliance & Audit
- ✓ Documentation assistance
- ✓ Coordination and interaction with clients.
- ✓ Audit execution with respect to time limit.
- ✓ Adhere to the guidelines

- ✓ Inputs for proper closure of audit issues.
- ✓ Ensure smooth co-ordination with team members of clients department.
- ✓ Identify root cause and financial impact of audit findings and suggest practical recommendations.
- ✓ Preparation of draft report.
- ✓ Knowledge of Internal control systems & processes.

Key Project Handled:

- ✓ Been the part of audit team for Gujarat State Petronet Ltd, Gandhinagar
- ✓ Conducted Carry Forward Agent (CFA) audit of Panecia.
- ✓ Stock Audit of ITC fortune park Ahmedabad
- ✓ Internal audit of Listed company Elecon private Ltd, Anand.

Key Achievements:

- ✓ Represented school for 4 years in season cricket tournaments.
- ✓ Represented school in national level scholarship examination.
- ✓ Got 34th rank in Bachelors from Gujarat University.

Professional Training Undertaken

Financial Modelling, Nov 2019

Finance Master Academy, Mumbai

Academic Qualifications:

Degree	Institute/School	Board/University	Year	Percentage
MBA (Finance)	Faculty of Management, GLS University, Ahmedabad	GLS University	April-2019	Distinction
BBA	Somlali Institute of Business Management of Studies, Ahmedabad	Gujarat University	April-2017	61%
HSCE	New R.H. Kapadia High School, Ahmedabad	H.S.E.B	March-2013	81%
SSC	Kameshvar Vidya Mandir School, Ahmedabad	G.S.E.B	March-2011	65%

Summer Internship Projects:

Company: Leader Care Fund Management

Project: Importance of Financial Literacy for Better Investment Decisions

Key Findings

- ✓ Most of people who make investment about their future does investment based on hearsay and media information. Only 10% of the people invests after doing their own research and fact finding.

Key Recommendations:

- ✓ There is strong need for changing the education system to include financial literacy programme. Suggested to build investor communication system where regular education about the financial product is made

Comprehensive Project:

Project: A Study on the Impact of Budget Announcement on Selected Sectors of Indian Stock Market

Switch Details

- Present Salary : CTC INR 3,00,000
- Other Perks (if Any) : NA
- Other Incentives (if Any) : NA
- Expected Salary : As per Company Policy
- Preferred Contact Time : Anytime
- Open for Relocation : No

Profile Key Words

Equity Research, Financial Modelling, Management Information System (MIS), Dashboard, Excel, Time Value of Money, Comparable Company Analysis, Discounted Cash Flow (DCF) Valuation

Personal Details

- Date of Birth : 31-10-1995
- Gender : Male
- Marital Status : Unmarried
- Nationality : Indian
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