**PRAGYA BAHETI**

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9826906180

Ahmedabad, (Guj)





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| A future CA and a present day Accounts Administrator & Financial Analyst who wish to explore and write on different dynamics of growth and development that would help in shaping a better future of oneself and also the organisation one continues to work with. |

A Future Chartered Accountant, Accounts Administrator & Writer

**PROFESSIONAL DESIGNATIONS**

* PRESENT WORKING

**Accounts & Finance Officer** at ECA Global Education (since Dec 2022) – an education centre at Ahmedabad (GUJ).

* OTHER EXPERIENCE

**Accounts Administrator** at Observe Secure & Digital Bharat (since Nov 2018) - a retail organisation in Surat (GUJ).

**Finance Reporter & Analyst** at Raghunandan Dyeing & Printing Mills (P) Ltd (Feb 2021- Dec 2022) - a textile industry in Surat (GUJ).

**Article Assistant** at Narendra Jain & Co (Aug 2015 – Oct 2018) - a CA Firm in INDORE (MP)

**ACHIEVEMENTS**

* PROFESSIONAL ACADEMICS

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| **Qualification** | **Year** | **Remark** |
| CA Intermediate | May 2015 | First Attempt |
| CA Foundation | June 2014 | First Attempt |
| M.COM | Persuing | - |
| B.COM | May 2017 | 58.6% |

* SCHOOL ACADEMICS

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| **Qualification** | **Year** | **Remark** |
| 12th | May 2014 | 92.8% |
| 10th | May 2012 | 92.4 CGPA |

* Merit list participant in school chapter, SICA School
* Participation in various cultural programmes.
* Winner and Runner-up in co-curricular activities.
* Torch Bearer in School Council, SICA School (Indore).

**IT SKILLS**

* Business application software – MS OFFICE
* Accounting packages – TRIPTA, TALLY & XERO
* Student Management System – Meshed
* Tax based software – SMART TAX
* LAN based working style
* Cleared 100 hours Advanced IT Training Programme conducted by ICAI.

**SOFT SKILLS**

* Positive Approach
* Time Management
* Communication Skills

**PERSONAL INFO**

* Last Inspiration – Sir E. Shreedharan
* Languages Known – Hindi, Marwari & English
* DOB – 15/10/1996
* Residential Status – Resident

**OTHER INTEREST**

* Face interactions
* Knowledge learning
* Writing

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| **WORKING EXPOSURE** |

Accounts Officer at **ECA GLOBAL EDUCATION** (Education Centre of Australia)

From December 2022 to Present

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| Accounts Payable & Receivables | * Operating XERO functions for accounting transactions. * Student Management accounting and analysis through Meshed (software) * Preparation and processing of payables using advanced excel tools. * Conversing with respective spokesperson of dealers and agents via Outlook. |
| Other tasks | * Assistance in training of new employees hired. * Writing manual of some Standard Operating Procedures using MS Office. * Responsible for resume screening, initial calling and excel examination of interviewee related to Finance Department. |

Accounts Administrator at **OBSERVE SECURE & DIGITAL BHARAT** (Retail Organisation )

From November 2018 to Present

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| Management & Compliances | * Assisting in communication & coordination of basic business activities related to customer needs, purchases & sales, office management, etc. * Handling social media activities of organisation. * Preparing, handling & maintenance of books of accounts and supporting documents. * Meeting with GST and Income Tax compliances. |

Financial Analyst at **RAGHUNANDAN DYG & PRTG MILLS (P) LTD.** (Textile Industry)

From February 2021 to November 2022

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| Company  & Tax Compliances | * Internal Audit of books and account to validate its accuracy * Analysis and preparation of various financial reports for management use. * Physical verification for fixed assets and stock. * Income Tax and GST compliance check as per required law. * Preparation of various financial documents for submission to various institutions of India. * TDS, PF, ESIC compliance. |

Article Assistant at **NARENDRA JAIN & CO.** (CA Firm)

From August 2015 to October 2018

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| Accounting, Auditing & Tax Compliances | * Working in a LAN based IT environment with various services of MS Office. * Preparation of various certificates & reports on client’s financials. * Conducting & leading audits of Individuals, Firm, Company, Trust & Banks. * Handling tax returns and assessments of professionals (doctors, share traders, brokers, etc.) and Firms on periodical or yearly basis. * Checking various compliances associated with it. |

DATE : 13.05.2023

PLACE : Ahmedabad (GUJ)