**CA Priyanka Agrawal**

**Contact no**: 8469967393

**Email:** [priyankaragrawal3024@gmail.com](mailto:priyankaragrawal3024@gmail.com)

To excel in the field of Accounting, Business Analysis, with a focused and smart effort, by continually seeking for growth with an Organization of repute.

***Career Snapshot***

***A Competent professional with 2 years of experience in the areas of Accounts & Finance, Statutory Compliances, Auditing, MIS, with exposure to Team Management.***

**Jan’18 till date with Darshan Hardware Pvt. Ltd. as Manager – Finance.**

* Responsible for overall Accounts & Finance functions of the Company.
* End to end process for GST returns of the company along with managing the queries with the department.
* Responsible for ROC compliances with close coordination with professionals.
* Liasioning with Bank and Insurance Companies for CC, Loans, Insurance etc.
* Plan & Manage the Receivables and Payables of the Company
* Responsible for periodical statutory payments like Provident fund, ESIC, Professional Tax etc.
* Responsible for monthly Bank reconciliation.
* MIS Report preparation and analysis. (Sales, Purchase, Salary etc.)
* Takes Care of the Cash management & Control
* Scrutiny of the Various GL.
* Take care of month-end and year end closure process like finalization of the Company Financials
* Plan, assign and review staff’s work and ensure the desire results in set deadlines.
* Conduct the process audit of various department.
* Inventory Management, Inventory Valuation & Inventory Control
* Deal with Client Queries

***Academic***

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| --- | --- | --- | --- |
| **Qualification** | **University/board** | **Year of passing** | **Percentage** |
| CA | ICAI | Nov - 2012 | 52.38 |
| M.com | Gujarat University | Apr - 2012 | 55.75 |
| DTP | Gujarat University | Apr - 2009 | 50.00 |
| B.com | Gujarat University | Apr - 2008 | 60.44 |
| HSC | ICSE Board | Apr - 2005 | 68.00 |
| SSC | ICSE Board | Apr - 2003 | 68.00 |

***Accomplishments***

* Education undertaken through English medium
* 3nd Rank holder at School level in S.S.C
* Participated in Various School level and College level Activites

***Personal Dossier***

**Name :** Ms. Priyanka Agrawal.

**Gender :** Female.

**Date of Birth :** 24th Dec., 1987.

**Marital status :** Married.

**Languages Known :** English, Hindi, Gujarati and Marwari.

**Mailing Address** : 10B, Vrundavan Society, Nr Cosmos Castle School, On Canal, Uttamnagar,Maninagar, Ahmedabad-380008

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