**PRIYANKA ZAVERI**

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| **Career Objectives** |

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| To Work in a dynamic environment that provides me a wide spectrum of experience and exposure and work hard with full determination and dedication to achieve organizational as well as personal goals, hence enhancing my skill and knowledge and ready to learn new things. I will show my calibre and gain some experience. |

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| **Educational Profile** | |
| **Academic Qualification :**   |  |  |  |  | | --- | --- | --- | --- | | **Examination** | **Name of Institution** | **Year of Passing** | **Percentage(%)** | | B.Com | Gujarat University | 2012 | 58.00% | | HSC | Gujarat Board | 2009 | 80.29% | | |
| **Professional Qualification :**   |  |  |  | | --- | --- | --- | | **Examination** | **Name of Institution** | **Year of Passing** | | CA IPCC | ICAI | 2012 | | CA CPT | ICAI | 2009 | |
| **Articleship Profile** | |
| I have completed my Article ship training from **MGS & Associates, Chartered Accountants**, **Ahmedabad**. During the tenure of my Article ship, I have done the work related to Accounting, Internal Audits, Statutory Audits, Income Tax Work ,VAT related work, etc. | |

**Work Experience**

**BALKRISHNA T.THAKKAR AND COMPANY**

* Worked as accountant assistant in CA Firm Balkrishna T. Thakkar & Co for 1 Year.

**V.V PATEL AND COMPANY**

* Worked as audit assistant in V.V PATEL and Company for 1 Year.

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| **Work Exposure** |
| **Tax Audits**   * B. Patel Infrastructure Pvt. Ltd. * Masta Manufacturing Stores Pvt. Ltd.   **Internal Audits**   * Cargo Motors Pvt. Ltd. * Reserve Bank of India( Ahmedabad Regional Office) * Praveg Communication Limited * Dhartivikas Mandal * Sardardham   **Statutory Audits**   * Masta Manufacturing Stores Pvt. Ltd. * Union Bank of India * Gujarat State Financial Services Ltd.   **Stock Audits**   * Cargo Motors Pvt. Ltd.   **Others**   * Preparing Tax returns of Individuals, Partnership Firms, HUF and Trust * Preparing of RERA Certificate for Real estate Companies. * Preparing Tax Audit Reports as per the requirements of Income Tax Act,1961. * Preparation & Filing of TDS Returns. * Detailed verification of Excise, Service Tax and GST Returns * Analysis of Debtors & Creditors. * Verification & Vouching of expenses & Preparation & Review of System. * Accounting related work. |
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| **Computer Proficiency** | |
| * M.S. Office * Tally ERP 9.1 * Working Knowledge of E-Kuber( Core Banking System of RBI) * Return filing Software like Genius,Audit Manager and other Internet Applications * Completed “Computer Training Course” in accordance with the requirements of Regulation 45 of the Chartered Accountants Regulations, 1988. | |
| **Extramural Engagements** | |
| * Successfully completed “General Management and Communication Skills” (GMCS) in accordance with the requirement of the Chartered Accountants Regulations, 1988. * Attended National Convention of CA students held at Ahmedabad in June, 2013. | |
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| **Strengths** | |
| * Achievement oriented with an ability to manage change with ease * Curiosity and eagerness to learn * Ability to manage stress, time and people effectively * Comfortable working alone and as a part of team   .  **Personal Details** | |
| * Date of Birth | August 2, 1992 |
| * Hobbies | Reading, Travelling, Listening Music |
| * Nationality | Indian |
| * Languages Known | English, Hindi, Gujarati |