

## Snehi Vora

Mumbai, Maharashtra, India

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**Portfolio Website :** <file:///C:/Users/dell/Downloads/SnehiVora%20PortFolio/index.html>

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### Summary

- Professional with a strong academic background in cost accounting, finance, and accounts.
  - Devoted and results-driven, looking for a challenging position in a fast-paced financial setting.
  - Skilled in cost reduction, financial analysis, and tactical decision-making.
  - Passionate about integrating AI into finance, leadership, and continuous self-improvement.
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### Work Experience

#### Pankaj B Mehta | Mumbai, India

##### Accounts Assistant

**Feb. 2023 - Sep. 2023**

- Assisted in preparing and filing income tax, GST, and TDS returns.
- Reviewed financial records and ensured accuracy.
- Managed bookkeeping tasks and prepared financial statements.
- Reconciled bank statements using Tally and Tally Prime.

#### Professional Tests Series | Mumbai, India

##### Test Series Intern

**Aug. 2021 - Nov. 2021**

- Assessed student papers and provided support services.
  - Gained experience in academic evaluation, customer support, and website management.
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### Education

- Institute of Management Accountant  
Certified Management Accountant (CMA US)  
**Jan 2024 – Jan. 2025**
  - Smt. P.N. Doshi Women's College | Mumbai, India  
Bachelor of Accounting and Finance (BAF)  
**Jun. 2022 - Apr. 2025**
  - KJ Somaiya College of Arts and Commerce | Mumbai, India  
Junior College, 12th Grade in Commerce (85.5%)  
**Apr. 2021 - Mar. 2022**
  - C.M.S Secondary School | Mumbai, India  
10th Grade, SSC (88.00%)  
**May 2019 - Mar. 2020**
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### Certifications

- ACIT - Program Windows, MS Office (2013) - **ACIT Institute**
  - Stock Market (Fundamental and Technical Analysis) - **Varsity Zerodha**
  - ChatGPT for Beginners and ChatGPT for Accounting - **Great Learning**
  - Leadership Course - **IIMA Ahmedabad**
  - Basics of AI and Prompt Engineering – **Ansh Mehra**
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### Skills

- **Technical Skills:** AI, Prompt Engineering, ChatGPT for Accounting, Microsoft Office
- **Financial Skills:** Financial Analysis, Cost and Management Accounting
- **Soft Skills:** Leadership Development, Customer Support