

SNEHI VORA

Mumbai, Maharashtra, India

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

SUMMARY

- Professional with a strong academic background in cost accounting, finance, and accounting.
- Results-driven and seeking a challenging role in a dynamic financial environment.
- Expertise in cost reduction, financial analysis, and strategic decision-making.
- Interested in integrating AI into finance.
- Dedicated to leadership and continuous improvement.

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, providing detailed feedback to support academic development.
- Delivered comprehensive academic support services and customer support, addressing inquiries and resolving issues efficiently.
- Managed website content, ensuring accuracy and enhancing user experience.

EDUCATION

Institute of Management Accountant **Jan 2024 – Jan. 2025**
Certified Management Accountant (CMA US)

Smt. P.N. Doshi Women's College | Mumbai, India **Jun. 2022 - Apr. 2025**
Bachelor of Accounting and Finance (BAF)

KJ Somaiya College of Arts and Commerce | Mumbai, India **Apr. 2021 - Mar. 2022**
Junior College, 12th Grade in Commerce (85.5%)

C.M.S Secondary School | Mumbai, India **May 2019 - Mar. 2020**
10th Grade, SSC (88.00%)

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**

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