

Snehi Vora

Mumbai, Maharashtra, India

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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 to leverage skills in cost reduction, financial analysis, and tactical decision-making. Passionate about integrating AI into finance, leadership, and continuous self-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 and provided support services.

Ensured the quality of assessments and guided students on the online platform.

Gained experience in academic evaluation, customer support, and website management.

Education

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

Apr. 2021 - Mar. 2022

C.M.S Secondary School | Mumbai, India

10th Grade, SSC

May 2019 - Mar. 2020

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

AI, Prompt engineering and Chatgpt for Accounting

Financial analysis

Leadership Development

Microsoft Office