

**SUNNY JAGDISHBHAI MANDAVIYA**  
**Mobile No:9920218801**  
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**Career Objective:**

To work for a professionally managed organization with good organizational objective and friendly environment in a capacity that offers experience in fields of accountancy, taxation and auditing with more challenges, responsibilities, job satisfaction and scope for organizational and personal development and growth. It is simply to learn more.

**Professional Qualifications:**

Course / Stream	Programme	Institute	Year
Chartered Accountancy	Final Course <b>Both Group</b>	The Institute of Chartered Accountants of India	Nov - 2020 (4 <sup>th</sup> attempt to appear)
Chartered Accountancy	Intermediate (Integrated Professional Competence) Course (IPCC) <b>Group – 2</b>	The Institute of Chartered Accountants of India	May – 2018
Chartered Accountancy	Intermediate (Integrated Professional Competence) Course (IPCC) <b>Group – 1</b>	The Institute of Chartered Accountants of India	Nov - 2015
Chartered Accountancy	Common Proficiency Test (CPT)	The Institute of Chartered Accountants of India	Dec – 2013

**Educational Qualifications:**

Course / Stream	Institute	University / Board	Year	Percentage
Bachelor of Commerce	L.S. Raheja College of Arts & Commerce	Mumbai University	2015	65.29%
Higher Secondary Education	L.S. Raheja College of Arts & Commerce	MSBSHSE	2012	60.50%
Secondary School Certificate	M.M.M. Girls High School	MSBSHSE	2010	75.25%

## **Work Experience:**

Firm Name: Chandabhoy & Jassoobhoy - Mumbai, MH

Period: February, 2016 to February, 2019 (Article Assistant)

- Facilitated Statutory & Taxation audits, working with internal and external managers to communicate recommendations or issues surrounding audits.
- Completed audit papers by thoroughly documenting audit tests and findings.
- Identified control gaps in processes, procedures and systems through assessment and suggested measures for improvement.
- Prepared working papers, reports and supporting documentation for audit findings.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail etc.

## **Technical Skills:**

- Conversant with
  - Windows, MS Office (MS Word, MS Excel)
  - Tally ERP

## **Others:**

- **Interests** :
  - Reading
  - Playing Indoor/Outdoor Games
  - Dancing
- **Strengths** :
  - Team liaison
  - Good temperament
  - Enthusiast
- **Language Proficiency** :
  - Gujarati
  - English
  - Hindi

### **Extra-Curricular Activities:**

- Represented & won for "**Shree Lohana Vidyarthi Bhavan - Andheri**" at various Group Dance Competitions.
- Represented & Won Volley Ball Tournament for "**Shree Lohana Vidyarthi Bhavan Andheri**" in the Inter Hostel Sports Tournament conducted at "**Halai Lohana Mahajan Trust - Mira Road Mumbai**".
- Participated and won as a Team Player for 3 years after that also participated as a Committee Member for 9 years in Hostel Festival "**Revolution - Taking A Step Ahead...**"
- Vice Chairperson (VCP) to "**Revolution - Taking A Step Ahead...**" in December 2015.

### **Personal Details:**

<b>Father's Name</b>	:	Jagdish H. Mandaviya
<b>Date of Birth</b>	:	5 <sup>th</sup> May, 1994
<b>Marital status</b>	:	Single
<b>Present Address</b>	:	"201" - Race Course Park No - 2, Near Airport Road Railway Crossing, Airport Road, Rajkot - 360 006.

### **Declaration:**

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

**Date: 5<sup>th</sup> July, 2020**

**Place: Rajkot**

**Sunny Mandaviya**