

# Priyanka Jaiswal

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## PERSONAL PROFILE

I am an intrepid, dependable and motivated individual who has worked as an Assistant Accountant. Looking forward join a reputed organization to gain experience and to leverage my skills to make a positive contribution to organizational growth while attaining individual growth.

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## KEY SKILLS

- Accounts Payable & Receivable Processes
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- Adaptability
- Records Organization & Management
- General Ledger & Journal Entries
- Spreadsheets & Accounting Reports
- Filing of Tax Returns
- Teamwork

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## PROFESSIONAL EXPERIENCE

### Rakesh Baid & Co. (Chartered Accountant Firm)

#### Assistant Accountant

Feb 2020 - March 2023

Maintaining Fixed Assets Register | Accounts Payable and Receivable | Monthly Account and reports preparation | Prepare Monthly Claims, invoices and record Sub-Contractor Payments | Filing of GST and Tax Returns | General Ledger and Bank Reconciliations | End of Year Financial Statements

#### Key Achievements

- Handled and managed Fixed Assets register with other team members.
- Managed bank reconciliations, cash and credit card payment, general ledger posting, raising invoices and journals.
- Preparation and filing of Income tax returns for individuals and firms.
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Reporting on CARO,2016
- Engaged in preparation of Tax Audit for eligible clients.
- Actively engaged in ROC based compliances for companies registered under The Companies Act,2013.

## **Rakesh Baid & Co. (Chartered Accountant Firm)**

### **Article Assistant (Articleship)**

**March 2017 – Jan 2020**

I completed my articleship training for 3 years as mandated by ICAI in Rakesh Baid & Co. My job profile included the following key achievements:

- Verification of Finance, Procurement System.
- Ageing analysis of stock, Stock Reconciliation
- Vouching & Verification, Ledger Scrutiny.
- Finalization of Books of Accounts and Prepared Income Tax Computation.

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### **EDUCATION & AFFILIATIONS**

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- **Associate Chartered Accountant** Since Jan 2023  
Institute of Chartered Accountants of India, India
- **Bachelor of Commerce (Honors)** July 2014- June 2017  
University of Calcutta, India

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### **TECHNICAL COMPETENCIES**

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- Advanced Proficiency in MS Office 365 - Includes Outlook, Word, Excel, and PowerPoint.
- Accounting Software- **MYOB, Xero Accounting and Tally ERP9.**
- Payroll Software- Xero Payroll

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### **PERSONAL INTERESTS**

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- Hobbies: Music, Swimming, Cooking, Driving and Badminton.

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### **REFERENCES**

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- References on request