



Radha V. Chahwala

B.com, M.com, Qualified CA Inter (Accounting Technician Course), CMA inter.

An inquisitive human with constant zest to acquire new skills,
Team player with analytical & organizational abilities,
Number cruncher with interesting & creative solutions.

Computer skills :

- Excel, Word, PowerPoint & various other MS Office tools
- Tally & various industries' accounting software incl. basic working knowledge of SAP.
- Successfully completed 100 hours "Advanced Information Technology Training" Course held by ICAI.
- Occasional Social media content creator

Soft Skills :

- Adoptability to working environment
- Better Team coordination
- Effective Presentation and Communication

Qualities :

- Optimistic
- Detail-oriented
- Honest
- Spiritual

Professional Goals

Aspiring to achieve a good position in an organization where I can get the opportunity to prove my abilities by accepting challenges, fulfilling the organizational goals, developing best practices using innovative ideas & methods and climb the career ladder through continuous learning and commitment.

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Experience Highlights :

- Financial Data Analyst at Appletech Pvt. Ltd., Vadodara. (October 2021 to July 2022)
 - Obtaining, Cleansing and Analysing various Non-Financial & Financial data of clients
 - Reconciling and Finalising various Financial data like Trial Balance, Profit & Loss Statement, Balance Sheet, Bank Reconciliation report
 - Dealing with client specifications regarding financial data to be loaded
 - Using various tools and processes, preparing client data load files and migrating financial data from an old to a new software
 - Checking operability of features in a staging-account of company's software & sharing observations with the management
 - Conducting various tests of updates in a personal test-account of company's software & sharing findings with the management
 - Hands on experience with various legal & accounting software like.. CosmoLex, Clio, EsiLaw, PCLaw, Quickbooks, etc..
- Accounts & Audit Assistant at Aarsh Remedies Pvt. Ltd., Ahmedabad. Part time (May 2019 to March 2021) & Full time (April 2021 to Aug 2021)
 - Maintenance of books & financial records
 - Assisted in formulation of SOPs for various tasks & ensuring compliance of the same
 - Monitoring budgets and preparation of reports
 - Contact clients about invoices that are past due
 - Preparation & examination of financial statements on monthly & yearly basis
 - Co-ordination with auditors for timely completion of the audit
 - Ensuring effective documentation & filing
- Full time Article Audit Assistant at K. C. Mehta & Co. Chartered Accountants, Vadodara. (January 2014 to June 2016)
 - Preparations of Financial statements & Closure of Books of accounts
 - Ledger Scrutiny
 - Tax audit of various companies & Preparation of tax audit reports
 - Statutory audit of various Listed companies and Private limited companies of different sectors (like: Manufacturing, Real estate, Technology, Hospitals, Trading) & Preparation of audit reports
 - Audit of a Depository Participant as per SEBI guidelines

Hobbies & Interests :

- Singing
- Writing
- Reading
- Art & Design
- Travelling
- Playing badminton
- Watching Tennis
- Yoga

Languages :

English, Gujarati & Hindi

Date of Birth :

07-02-1993

Address :

Gotri road, Vadodara 21.

Nationality :

Indian

Declaration :

I do hereby declare that all the above information furnished by me is true and correct to the best of my knowledge.

- Stock Audit of various Listed companies and Private limited companies of different sectors (like: Pharma & manufacturing) & Preparation of stock audit reports
 - Internal Audit of various listed companies and Private limited companies of different sectors (like: Pharma, Engineering & Manufacturing)
 - Preparation of Internal Audit Reports & Discussion with process owners
 - Assignment work of preparation of SOP regarding streamlining various internal procedures of an AOP & verifying implementation of the same
 - Exposure in Internal audit of various scopes of a Nuclear Energy Company (PSU)
 - Assessment related work as per Income Tax Act,1961.
 - Appeals related work as per Income Tax Act,1961. Preparation of form No. 35 & 36. Compilation of various documents to be submitted with CIT(A) & ITAT.
 - Documentation & ISO Preparation
- Full time Article Accounts Assistant at Bipin & Co. Chartered Accountants, Vadodara. (April 2013 to December 2013)
 - Accounting related work
 - Audit of Sole proprietors, Partnership firms and Trusts
 - Preparation and submission of Income tax returns

Education Qualification :

Present	CA Final (pursuing) CMA (pursuing)	—
2021	CMA Inter Group 1 The Institute of Cost Accountants of India.	81/100 in costing
2018	CMA Inter Group 2 The Institute of Cost Accountants of India.	220/400
2016	Master of Commerce in Accounting & Finance (M.Com) Sardar Patel University, Vidyanagar.	Pass class
2013	Integrated Professional Competency Course (IPCC) The Institute of Chartered Accountants of India.	371/700
2013	Bachelor of Commerce in Accounting & Finance (B.Com) Maharaja Sayajirao University of Vadodara.	59%
2010	Common proficiency Test (CPT) The Institute of Chartered Accountants of India.	103/200
2010	12th (Higher Secondary Examination) GSEB, Vadodara.	76%
2008	10th (Secondary Examination) GSEB, Vadodara.	80%

Awards & Recognition :

- Certified as a "Yoga Trainer" by Gujarat State Yoga Board.
- Attended and Certified with "General Management and Communication Skills" Course level I & II held by ICAI.
- Participated and Performed in "CA Students National Convention" at Vadodara held by ICAI.
- Participated & Presented self-written poems in "Gujarat Literature Festival" held at Ahmedabad & Vadodara.
- Participated in various National level workshops regarding "Financial Markets" organized by M.S.University of Vadodara.
- Completed and awarded with medal in "15 kms International Marathon" held at Vadodara.
- Participated and Achieved position till Semifinals in "SaReGaMa Gujarat" Season-1.
- Participated and Won in National level "Drawing competition" held by Navneet Publications (India) Ltd. during school.
- Awarded with Yellow-Belt in "Karate competition" conducted by All India Wadokai Karate Association.
- Completed first 2 Years in "Bharat-Natyam" conducted by Gandharva mahavidhyalaya trust (Ahmedabad).
- Participated and Won in Essay writing, Singing & Quiz competitions at school level.
- Appeared & Passed with 73% marks in primary education scholarship exam conducted by GSEB.