



# LAVINA SOMYANI

Goal-Oriented Associate Analyst  
With a Proven Track Record Of  
Success

## Contact Me



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Flat No 203, Orion  
Building, Collector  
Colony, Chembur  
Colony.  
Mumbai ,India



## Other Info

### Skills

1. Professional behaviour,  
Ability to concise, attention to  
details and a willingness to  
learn.

2. A very good ability to listen.  
Ability to quickly understand  
any business processes and  
control.

3. Proven ability to be effective  
under pressure and be willing  
to take personal responsibility  
and accountability.

4. Good working knowledge of



## About Me

I am flexible, reliable and possess time  
management keeping skills. I am self motivated and  
hardworking person.

My objective is to secure a challenging position in  
an organisation for my growth.



## Experience

December  
2020 -  
October 2022

**XL Dynamics Pvt Ltd | Quality Control  
Auditor**

1. Assist in developing Recommendations for  
Corrective action/improvement. Effectively audited  
Team work and provided honest and constructive  
feedback.

2. Collaborate with the Senior Manager to discuss  
and finalize Audit results Ensuring consistency of  
audit done and issues effectively resolved.

3. Paying attention to details and performing  
effective audits and monitoring of Team work.

4. Worked completely on Deskpro software and Jira  
software to complete effective audits and ensure  
timely completion of Team work.

Microsoft office Applications  
(Word, Excel and PowerPoint).

5. Strong Communication skill  
and command over language.

6. Excellent Communication  
and problem solving and  
providing correct analysis.

## Languages

English, Hindi,  
and Marathi

## Interest

Reading, Travelling, Music

5. Ability to prioritize tasks and manage work  
effectively

6. Staying up to date with company process and  
industry trends

7. Participate in ongoing training and development  
programs to continuously improve skills and  
knowledge.

8. Maintaining an accurate and complete record of  
transactions.

9. Providing Excellent Feedback and service to the  
Team.

August 2019 - **XL Dynamics Pvt Ltd | Associate Analyst**  
February 2020

1. Worked in File Coordinator Quality Control Team  
and performed Quality Control of US Mortgage loan  
conditions and resolving of conditions.  
Understanding the working of US Mortgage loan  
documents and conditions.

2. Reviewed fully documented loan histories,  
imaged documents and information available from  
all sources to collectively determine if it validates  
the information used to make Home Retention/  
Loss Mitigation decision

3. Analysis of documentation received to determine  
the optimal work flow to process the  
documentation and meet all the applicable SLA.

January 2015 - **SMPUJ Co Chartered Accountant | Article**  
January 2018

1. Income Tax:- Registration, Return Filing of  
Individual, HUF, Firm, Rectification Filing, Handled  
assessment and security, Income tax audit.

2. VAT:- Vat Registration, Return Filing, Vat Audit, Vat Refund Application, Handled assessment and scrutiny, C Form application.

3. Accounting:-Accounting in Tally ERP, Annual Closure and Finalization of Accounts.

4. Miscellaneous:-ROC Matters, Preparation of Net worth certificate, Partnership Deed, Letter Drafting.

5. Audit:- Internal Audit, Preparation of Audit Returns

November  
2011 -  
December  
2014

### **Mahatma Phule Education Institute | Lecturer**

Teaching to B.com and BMS Class.

May 2009 -  
August 2010

### **Ramchandars Coaching Institute | Data Entry Operator**

Understanding of the Education Software and performed data entry transaction and maintaining stock register and handling of Petty cash.



## **Education**

2015 - 2018

**ICAI | CA IPCC Both Groups -51%**

2012 - 2013

**Bachelor Of Education | B.ED-68%**

2009 - 2011

**Masters In Accounting | M.Com-65%**

2008 - 2009

**Bachelor Of Commerce | B.Com-81%**



## **Projects**

2021 - 2022

**XL Dynamics Pvt Ltd | Google Migration**

Handling Projects and leading to Completion.  
Worked on Projects by using Jira software.

A handwritten signature in black ink, appearing to read 'Lavina Somyani', written in a cursive style.

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