

CS Aditi Phophliya
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Objective-

To establish a long-term commitment and contribute significantly towards sustained growth of the organisation, by applying my skills and ability & leading to my professional career development.

Education Qualification-

<u>Examination</u>	<u>University</u>	<u>Year of Passing</u>
Company Secretary (CS)	Institute of company secretary of India	2017
B.COM	JNVU, Jodhpur	2015

Work Experience

Senior accounts manager - Vishnu Prakash R Punglia Limited, Jodhpur **(From August 2018 to Present)-**

- Completed accounting tasks such as contributing to financial reports, calculating payroll and entering Financial Data.
- Reconcile, analyse And Review General Ledger Accounts in Preparation of Financial Statements.
- Accounting Entries in Tally ERP9/PRIME SOFTWARE.
- TDS Calculation, Payment and Preparation of Quarterly Returns.
- Invoice Processing & Perform Payment Runs.
- Ensuring E-way Bill Reconciliation with Transactions and Issue of E-Way Bills.
- E-Invoicing& GST returns
- Perform Monthly Bank Reconciliations.
- Communicate with External Parties to reconcile Accounts Problems.
- Effectively communicate with Project Managers Regarding Contract Documents,Change Orders & Other Contract Modification,Approvals And Any additional Services related to billing.

Centre For Monitoring Indian Economy Private Limited (Dec 2014 To May 2015)-

- Analysis of Financial Statement & Prepare Report
- Data Entry Work

Internship-

Company Secretary Trainee-Suresh Rathi Securities Private Limited (March 2017 TO Feb2018)

- Operational & Securities Work
- Secretarial Work
- Accounting
- Back Office Work

Areas of Exposure-

- Accounting
- Accounts Payable
- TDS Returns
- Income Tax Returns
- GST Returns

Computer Proficiency-

- MS Office (Word, Excel, PowerPoint), Tally.
- Computer training from Aptech Institute.

Certification & Online courses-

- Aspects of fundamental accounting (University of Kingston)
- Reading Financial Statements (Corporate Finance Institute)

Currently pursuing-

- Financial Analyst (University of Kingston)

Virtual Internship's-

- Audit Virtual Experience (Grant Thornton)
- Investment Management virtual internship (Future Impact)

Extracurricular Activity-

- Analysis
- Capital Market
- Capital Market
- NGO activities