**CURRICULUM VITAE**

Anjali K Nagda

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Contact No: 9986395433

**Career Objective:**

To achieve excellence in accounts, audit, tax, finance, and other related fields and provide services to the organization, at my best level through sheer dedication and hard work.

**Professional Experience:**

Worked as Accountant and Assisted in Auditing for the below firms,

1. Currently working in INFOSYS as Accountant from January 2020 for Accounts Payable (P2P).
2. Worked as part time Accountant from October 2017 to November 2019.
3. Harish Vasanth & Associates as Article Assistant for 38 months (From Sep 2012 to Nov 2015).

**Key Responsibilities included during the above tenure:**

* Currently handling the responsibility for payee control, preparation of quarterly reports, Meeting client requirement, Preparation and updating of DTP/SOP. Assisting the team and client for their queries, Raising access request.
* Assisted in preparation, payment, filing of various Audit report, financial statements, filing of various returns,
* Independently handled Internal Auditing of 2 clients.

**Technical Skills:**

* Utilities: Oracle (JD Edwards 9.2)
* Knowledge on Power BI.
* Utilities: Advanced MS EXCEL, MS WORD, MS POWERPOINT
* Utilities: 1. Accounting Package-Tally.ERP9 (From Kayaka Education & Placement i.e.

From 04/07/2012 to 04/09/2012.

2. Advanced Excel: From Kayaka Education & Placement i.e.

From 04/09/2017 to 26/09/2018.

3. TALLY ACE: From Kayaka Education & Placement i.e.

From 02/09/2017 to 30/11/2017.

* Completed 100 hours of compulsory computer training specified by ICAI.
* Working Knowledge on Internet.
* Knowledge on P2P.

Successfully completed Article ship training from Institute of Chartered Accountant of India.

**Achievements:**

* I-star (Infosys-Star) award in Jan 2022 by Infosys BPM.
* I-star (Infosys-Star) award in July 2022 by Infosys BPM.
* Certified with Accounting Fundamentals-T100, Analyzing data using Excel, SAP Transaction Codes: T 113- SAP End User R2R Training, SAP Transaction Codes: T 112- SAP End User O2C Training, SAP Transaction Codes: T 111- SAP End User P2P Training, Accounting Processes-T200, Team Building and People Management by Infosys BPM.

**Academic Qualification:**

* CA-CPT from ICAI in July 2012 with 54% marks
* B.COM from KLE’s S. Nijalingappa College affiliated to Bangalore University in 2012 with 79% marks
* II PUC from KLE’s S. Nijalingappa College affiliated to Bangalore University in 2009 with 84% marks
* SSLC from Carmel High School affiliated to Bangalore University in 2007 with 84% marks.

**Interpersonal Skills:**

* Patience
* Good oral communication skills.
* Can work for a long period.
* Manage the stressed condition.
* Problem solver.

**Areas of Interest:** Auditing, Accounting, Taxation, Payroll.

**Notice Period:** 2 months

**Personal Details:**

Date of Birth : 19th Feb 1991.

Languages : English, Hindi, Kannada, Gujarati.

Hobbies : Reading Books, Listening Music, Cooking, Travelling.

Address : No 205, 1st stage, 5th phase, 9th cross, 3rd main, West of Chord Road, Rajajinagar, Mahaganapathinagar, Bangalore-560010.

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place : Bangalore (Anjali Nagda)**

**Date : 2nd January, 2023**