

## Objective

In quest of challenging opportunities, to work on project and assignments in auditing such as internal and statutory auditing, reporting and related responsibilities, with a leading organization of repute in Industry to learn and deliver

## Experience

**Feb 2012 - 2015**

### Haren Bhatt & Company

Article Assistant

Completed 3 years of article training, under the guidance of experienced partners and professionals of the well-established CA firm in Mumbai.

During the tenure, handled various assignments and worked in different domains, i.e., audit, taxation & compliances:

- Prepared various reports on the financial performances of the clients, based on the audits thus performed.
- Conducted detailed analysis of the financial records, to identify the fraudulent and irregular deviations. Also, recommended possible solutions to resolve the identified financial issues and gaps in the reports.
- Performed assessments of Statutory Compliances with Accounting Standards, Standards on Auditing, Companies Act, various tax laws & other laws & regulations.
- Additionally, extended assistance to the clients in other matters such as filing individual returns and corporate returns, and TDS filings.
- Designed and conducted both statutory and internal audit for various clients of the company, and prepared and delivered reports and findings.
- Handling accounting and taxation matters along with the guidance of seniors.
- Maintained strong relationships with the clients through the process, building trust and long term association.

## Personal Dossier

### Organizational Skills

Analytical Approach | Team Management | Communication Skills | Time Management | Process Driven | Growth Orientation | Leadership

### Language Skills

English | Hindi | Marathi | Kutchi | Gujarati

### Hobbies / Interest

Cooking & Baking | Fitness - Zumba Dance | Music | Sports - Chess & Badminton

## Education

### October 2016

Cleared Actuarial Common Entrance Test (ACET)  
Institute of Actuaries of India

### November 2016

Chartered Accountant, 53.73%  
Institute of Chartered Accountants of India

### November 2016

Masters of Commerce (M. Com), 60%  
Mumbai University

### March 2013

Bachelor of Commerce (B. Com), 89.29%  
H R College, Mumbai University

### February 2010

High School, 82.00%  
H R College, Mumbai University

### March 2008

Senior Secondary School, 86.61%  
Bai RFD Panday Girls' High School, Mumbai

## Certifications

"Build Influence with Enhanced Communication and People Skills"- Dale Carnegie Institute

"Fast Reading & Memory Efficiency" - Indo-American Centre Mumbai.

"Public Speaking and Communication Skills" - Indo-American Centre Mumbai.

Elementary Drawing Grade.

## Skills & Competence

Analysis of Financial Reports | Reporting | Client Relationship Management | Financial Audit | Statutory Compliance | Accounts | Organizational Skills | Analytical Skills

## Technical Skills

Pursuing SAP certification at Institute of Computer Applications (ICA)  
MS Office Suite  
MIS – Management Information Systems  
Accounting ERP System - Tally 9.ERP  
Successfully Completed Information Technology Programme (ITT) conducted by ICAI