

SHIKHA RISHI

Phone: +91-99260-91228; **Email:** shikha.rishi@ymail.com

**Career Objective:**

An ambitious and disciplined person seeking, to start my career where I can use my skills to ensure my professional activity as value addition for client, organisation and self.

Educational Credentials:

Examination	Year	Percentage	Remark
CA Final	2016	51%	62 Audit and 60 ISCA.
CA IPCC	2011	64%	77 Accounts, 65 Law, 66 Cost, 64 Advance acc., 61 Auditing and 64 IT.
BBA, Prestige Institute Of Management & Research, Indore	2011	71%	A grade.
CA CPT	2010	67%	Most imp. Eye opening score.
CBSE XII, St. Raphael's Higher Secondary School, Indore	2008	79%	90 Economics, 84 Accounts 78 Business Studies.
CBSE X, St. Raphael's Higher Secondary School, Indore	2006	66%	-

Articleship Experience:

Served as Article Assistant for 3 years, with Kahandelwal Kakani & Co. [Leading firm of Central India.] During, articleship I have assumed responsibilities and met deadlines effectively.

Exposure in the field of Accounts & Audit

- Examination & auditing accounts from the prospects of Companies Act & Income Tax Act.
- Have Experience of Bank Audits:
 - Central Statutory Bank Audit of Allahabad Bank (especially LFAR consolidation, Zonal Audit of Lucknow & Kolkata , Branch Audit Of Ahmadabad Branch)
 - Review of large advances, restructured advances, asset classification, provisioning requirements and income reversal.
 - Statement of Profit & Loss and Balance Sheet.
 - Preparation of Memorandum of Changes.
 - Valuation, classification and provision of investments.
 - Verification of Asset Register.
 - Acquainted with Banks 24.
 - Concurrent Audit of Syndicate Bank , Indore:
 - KYC Norms and security verification.
 - Valuation, classification and provisioning.
 - Analysis of Basic Working activites.
 - Acquainted with Flexcube (Iflex Software), co-ordination with bank branch managers and in my working period had increased the branch's revenue by various revenue leakage findings.
 - Concurrent Audit of Union Bank and Bank Of Baroda, Indore:
 - Review of advances, deposits.
 - Inspection visit of large exposure industries.
 - Acquainted with Finacle ,preparing monthly audit reports with detailed status reports of borrowers.
 - Process Audit of ICMC, Indore:

- Currency check, Cash verification, Monthly audit Report.
- Inward , Outward Remittance, Fake note checking.
- Detail Discussion of working activities with ICMC head.
- In my working period the chest got an “A” star Ranking, from regional office as no discrepancies were left untapped.
- ABC audit (Audit Bureau of Circulation) of :
 - Agniban(Daily evening newspaper).
 - Devputra(Monthly magazine for kids).
- Audit of Bar Association, Indore:
 - Receipts & Payment register.
 - Asset & Corpus Fund register.
 - Membership register.
- *Internal Audit of Wiscon & Plethico Pharmaceuticals Ltd.*
- *Stock Audits* of various banks and Companies like PepsiCo and Asian Paints.
- *Other Audits* Like, Sarva Shiksha Abhiyan(M.P. Zone)

Exposure in the field of Taxation:

- Income Tax return preparation and filing of corporate & individuals.
- Accomplishing Tax audits, preparing & filing reports like 3CD, 3CA, 3CB, 3CEB.

Exposure in the field of Finance :

- Preparation of documents relevant for annual review & renewal of bank accounts.

Key Competencies:

- Proactive which helped in completing assignments before deadlines.
- Candid with the possible solutions.
- Assertive in handling out of the box work.
- Accountable and self corrector.
- Adaptive towards new assignments.
- Good Listener thus making the work being appreciated by clients and colleagues.
- Valuer of Time, Punctual.

Extracurricular Activities:

- Attended various seminars held by the Institute of Chartered Accountants Of India at Indore branch;
- Event coordinator in Various programmes of College and School;
- Active Contributor In School Magazine;
- Troop leader of NSS.

Achievements:

- State Level Basketball Player.
- Letter of appreciation from ICMC, Indore (Head).
- Certificate of appreciation for contribution for the betterment of society.

Hobbies:

Listening to songs, watching movies and swimming.

Personal details:

Name	SHIKHA RISHI
Father's Name	MR. KISHORE RISHI
Mother's Name	MRS.KALPANA RISHI
Marital Status	UNMARRIED
Religion	HINDUISM
Nationality	INDIAN
Language Known	ENGLISH ,HINDI flair knowledge of MARATHI