

## **OBJECTIVE**

My objective is a career in finance and costing field, that provides me with the opportunities for personal and professional development as well as to contribute to the organizational effectiveness to take the company to the top position wherever I work, and to seek challenging position and to dedicate my service to the organization to expose my talents and skills.

## **PROFESSIONAL EXPERIENCE**

### **AM& Company**

**Sr. Associate**

**Location: Pune, India**

**Duration:**

**January'17-till date**

**Responsibilities: Part of 5-member team accountable for handling Statutory and Internal Audit**

- Statutory Audits: Public & Private Ltd. Company under the Companies Act.
- Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance.
- Analyze financial information and summarize financial status.
- Tax audits for Private Companies, individuals and firms, complete scrutiny of the accounts
- interplay of accounts, tax and audit procedures.
- Stock audit assignments can come from Banks, or from Commercial org FMCG sector.
- Verify,allocate,post and reconcile accounts payable and receivable
- Prepare accurate,timely financial statements in accordance with clients schedule
- Delegate financial responsibilities to accounting team.
- Ensure compliance with GAAP principles.
- Support month end and year end process.

### **Infosys BPO Limited**

**Process Specialist-SME business**

**March'16-October'16**

**Responsibilities: Part of 3-member team accountable for handling Accounts Payable, Governance And Cash Management**

- Dealing with daily cash payments and manual payments.
- Forecasting and managing daily funds with respect of payments
- Handling exception in cash payment run.
- Research and resolving discrepancies and issues with payment with the help of Bank0073.
- Interacting with client on daily basis for approval of manual and automated payment runs.
- Managing Disbursements and joint ventures payments.
- Stabilized the process as a team contributor.
- Monthly and weekly governance set up with vendor/site/client
- Driving Quality improvement within the team. (Audit of Process).
- Prepare Customer Engagement meeting report on monthly basis.
- Weekly/ Monthly ORB (Organization Review Board)
- Worked on Process improvement and White Paper analysis
- Team management in absence of team leader.

**M/s PRAKASH BILLIMORYA**

**Designation: Senior Article Assistant**

**February'14-September'15**

**Location: Pune, India**

**Responsibilities: Part of 5-member team accountable for handling Auditing and Accounting of clients**

**Job Responsibilities:**

- Excellent knowledge of **accounting and auditing laws**.
- **Statutory Audits** of Public & Private Ltd. Company under the Companies Act.
- Conducting **VAT audit** start to End, VAT Return data computation and VAT audit report.
- All type of **return & VAT compliances** with department, **drafting and attending for assessments**.
- **Internal audit reporting** responsibility in SAP Functioned Companies
- **Tax audits for Private Companies**, individuals and firms, complete scrutiny of the accounts.
- **Stock audit assignments** of Banks, Commercial org FMCG sector.
- **Annual Returns and Reporting**
- **Income Tax Return, MVAT Return, TDS/ TCS Return**.

**DGABBAS Associates**

**Designation: Article Assistant**

**September'12-January'14**

**Location: Pune, India**

**Responsibilities: Part of 8-member team accountable for handling Auditing and Finance**

**Job Responsibilities:**

- **Preparation and Finalization of accounting transaction** for various cliental.
- **Scrutinizing Audit Report** of companies and mapping Audit Report.
- Preparation of audit report.
- GL preparation.
- IT Return filing.
- VAT return filing.
- **TDS return** filing.

**Educational Qualification**

- **Appearing CMA- Inter, (Major in Costing & Financial Management) from INSTITUTE OF COST ACCOUNTANT OF INDIA.**
- **Appearing CA- IPCC, (Accounting, Costing, Financial Management and Indirect Taxation i.e. VAT & Service Tax) from INSTITUTE OF CHARTERD ACCOUNTANT OF INDIA.**
- **Passed M. Com (Accounting, Costing, Financial Management and Indirect Taxation i.e. VAT & Service Tax) from UNIVERSITY OF PUNE, INDIA – 2010 to 2012.**
- **Passed B. Com with Higher First class (Advance Accounting, Costing and Taxation) from INDIRA COLLEGE OF COMMERCE, UNIVERSITY OF PUNE, INDIA – 2005 to 2008.**

**ADDITIONAL INFORMATION**

Language : Native in Hindi, Fluent in English, Marathi.  
Interest : Watching Movies, Dancing, Painting.  
Date of Birth : April 16<sup>th</sup> 1987.  
Technical Skills : MS-Office, SAP, Tally, Tax Base, VAT Xpress, Win Man, JAVA Utilities