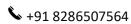
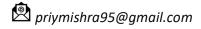
Resume Version 1.2

Priya Mishra

Chartered Accountant





Gurgaon/Delhi NCR, India

Professional Qualification

Sr.	Course		Year	Institution
No.				
1	CA - Final		May-16	The Institute of
2	CA - IPCC	*Throughout 1st	May-13	Chartered
3	CA - CPT	Attempt	June-12	Accountants of India

Academic Qualification

Sr. No.	Particulars	University/Board	Year	%
	B. Com	S K Somaiya College of Arts, Commerce & Science	March 2015	81.82

Work Experience (IN BRIEF) (*All Relevant Experience in Hedge Fund accounting services)

Viteos	Manager	Sep/2020 - till Present
CITCO	Senior fund Accountant	Aug/2018 - Sep/2020
Morgan Stanley	Associate-Fund Services	Jan/2017 - July/2018
Ashok Jayesh & Associates Chartered	Senior Associate	Sep/2016 - Nov/2016
Accountants		
Ashok Jayesh & Associates Chartered	Apprentice	Sep/2013 - Aug/2016
Accountants		

Relevant experience in Years

- Viteos 2+ years in Hedge Fund Accounting Services
- CITCO 2+ years in Hedge Fund Accounting Services
- Morgan Stanley 1.5 years in Hedge Fund Accounting Services
- Ashok Jayesh & Associates Chartered Accountants 3+ years in Fund Accounting Services

Work Experience (IN DETAIL)

❖ FUND SERVICES

- NAV Calculation for hedge fund clients
- Providing accounting solutions to hedge funds for independent valuation, Investor transparency and regular compliance
- Review MSPA to custodian reconciliations
- Performing P&L analysis, daily cash projections, calculation of FX transfers required for funding
- Accrual of daily and monthly non-security related accruals
- Providing audit support and assistance to funds in preparation offinancial statements
- Liaising closely with the supervisor to identify and implement on the job training initiatives for team members
- Engage and own intra-office migrations and new client on boarding Planning,
 scheduling, and managing the daily workflowsof all client deliverables within the team
- Drive forward Continuous improvement, seeking efficiencies.
- Ensure adherence of applicable best practices & Client specific agreements

STATUTORY AUDITS

Statutory Audits for Indian Non-Listed as well as International Companies in the field of Manufacturing, Hospitality, Trading Concerns, Financial Services, and Service Sector

Key Clients Handled:

- 1. Athene Laboratories- A Vanity Group Company into Manufacturing of personal care products
- 2. Shivom Industries: A Vanity Group Company manufacturing healthcare products
- 3. Candy Spirits Pvt. Ltd.- Manufacturing of food and Beverages
- 4. Weener Empires Plastics Pvt. Ltd.: Manufacturing of Plastic packaging products for leading FMCG companies.
- 5. Bikay Liquors Pvt. Ltd. Trading of Liquors and Spirits
- 6. Viral Electro Trade Pvt. Ltd. Manufacturer of PVC Cables, Powercables, shielded Cables
- 7. And Zirca Digital solutions Pvt. Ltd., BroadcastInitiatives Limited, Trimax Marketing Pvt. Ltd.

Key areas handled:

- Verification of Excise liability calculation, excise act compliance, verification of excise returns
- Inventory Management
- Revenue reconciliations
- Tax reconciliations
- MIS Analysis
- Preparation of financial statements as per revised schedule VI
- Drafting of Audit reports

❖ INTERNAL AUDITS

Internal Audits for Companies in the field of Manufacturing, Hospitality, Retail, service Industry

Key Clients Handled

- 1. Kesar Enterprises Limited- The Company is into Manufacturing of Sugar and Spirits.
- 2. Infinity Resorts- A Khatau group company engaged into operation and management of resorts.

Bank Audit

Concurrent Audit/DSB Audit/KYC Audit/Statutory Audit/Revenue Audit/Anti Money Laundering norms of Punjab Maharashtra Co-Op Bank which involved verification of Cash Management Procedure, Deposits, Loans and Advances, Interest Payments, and other bank audit related areas.

***** TAXATION

- Tax audits for Companies, Partnership firms, Individuals.
- Scrutiny Assessment under Income Tax as well as Under International Transfer Pricing
- Tax Structuring
- Monthly Tax compliances
- Preparation and filling of TDS returns

Accountancy and Other

- Finalization of Books of Accounts.
- Preparation of Financial Statements.
- Registration of client under VAT Law, P.T Law, Service Tax Law, R.O.F.
- Preparation of Project reports for loan financing etc.
- Accounting for various entities as per Indian Accounting Standards

IT Skills

- Working knowledge of Microsoft Excel, Word & PowerPoint
- Working Knowledge of Tally, Live, Visual A/c and other Utility software

Soft Skills

- Quick Decision-making
- Strong Communication
- Quick Learner
- Team Leader
- Time Management

Updated Resume: bit.ly/3C6oyQ7

