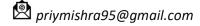
# Priya Mishra

## **Chartered Accountant**

**\\$** +91 8286507564



ជា Gurgaon/Delhi NCR, India

## **Professional Qualification**

Sr.	Course	Year	Institution	%
No.				
1	CA - Final	May-16	The Institute of	56.75
2	CA - IPCC	May-13	Chartered	59.29
3	CA - CPT	June-12	Accountants of	55.50
			India	

# **Academic Qualification**

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

## **Work Experience**

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		

# **Core Competency**

#### **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

The Other Major clients handled are: 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
- Compliance of Companies Act 2013

#### **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 skills
- Strong Communication skills
- Quick Learner Team Leader
- Time Management