


Priya Mishra

Chartered Accountant

Resume Version 1.1

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 Gurgaon/Delhi NCR, India

Professional Qualification

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

Academic Qualification

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

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 Accountants	Senior Associate	Sep/2016 - Nov/2016
Ashok Jayesh & Associates Chartered Accountants	Apprentice	Sep/2013 - Aug/2016

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 of financial 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 workflow of 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., Broadcast Initiatives 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