


# Priya Mishra

Chartered Accountant

Resume Version 1.2

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 Gurgaon/Delhi NCR, India

## Professional Qualification

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

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

## 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

## ❖ 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 workflows 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
7. And 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

## ❖ **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](https://bit.ly/3C6oyQ7)

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