

Ankita Pareek

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Address: Sanskriti Society, Kaspate

Wasti Wakad,

Pune, Maharashtra

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- More than 3 years' work experience in statutory audit and tax audit with a thorough knowledge of various corporate and taxation laws along with ability to relate theory with practical application
 - A team player with good interpersonal skills and analytical bent of mind

SCHOLASTICS

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- Semi Qualified Chartered Accountant, The Institute of Chartered Accountants of India
 - Bachelor of Commerce, Delhi University

CAREER SKETCH

Currently working as 'Senior Accountant Executive' in Crowe Horewath Advisory Services Pvt. Ltd. since Jan 2018

Key Responsibilities:

1) Accounting:

- Upkeep of accounting books and records in multiple currencies
- Preparation of working data for statutory compliances
- Maintain accounts as per accounting procedure
- Assistance in finalization of accounts for audit
- Proper upkeep of accounting records and file

2) Limited Review:

- Compliance under clause 41 of the listing agreement
- Performing variance analysis in different areas of audit
- Compliance with applicable accounting and auditing standards

| Clients Handled | Industry | Nature of work |
|----------------------------------|------------------------|---|
| Hyatt Pune | International Hotel | Internal Audit, Stock Audit and discussion meeting with Accounts Head |
| Mellanox Technologies India Ltd. | IT Services | Accounting, Statutory Compliance, Filing TDS return, GST return and Income Tax return |
| Reputation.com India Pvt. Ltd. | Research & Development | Internal Audit |
| George Restaurant | Restaurant | Accounting and Statutory Compliances |

Articleship Training

Associated and trained under S.K. Singhal & Company(Delhi) for the period from September 2011 to September 2014

IT SKILLS

- Working knowledge of Tally ERP and other statutory return filing softwares
- Well versed with the use of Microsoft Office and related peripherals

ACADEMIC BACKGROUND

| Qualification | Year | Percentage | Institution |
|--------------------------------|-----------|------------|--|
| CA Final (First Group Cleared) | Nov, 2015 | 50.50% | ICAI |
| B.Com | 2012 | 55.60% | The Delhi University |
| XII standard | 2009 | 71.03% | Himalaya Public School (C.B.S.E)-Delhi |
| X standard | 2007 | 80.00% | Rajasthan State Board |

BEYOND CURRICULUM

- Quick learner, good inter personal skills, good team player with ability to work under pressure
- Hobby of listening to music and cooking

Personal Details:

Languages: English, Hindi and Marwari

Date of birth: 21st August 1990

Marital Status: Married