MANVI MEHROTRA

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CAREER SUMMARY

A 8+ years experienced Chartered Accountant having vast experience in the field of Financial Planning & Analysis, Investment Planning, Financial Management & Wealth Management. Possessing comprehensive understanding of diverse facets of Finance and Wealth Management. Skilled communicator adept at building strong rapport with both co-workers and clientele. Strong analytical and quantitative skills. Fluent with MS Excel and other Wealth management software and website.

ORGANIZATIONAL EXPERIENCE

Mehrotra & Associates **Nov’17 – present**
Senior Consultant

Key Responsibility Areas:

- Engaging with clients and understanding their requirement to suggest and prepare reports and MIS for their business internal controls.
- Reviewing and analyzing the financial data and financial statements to prepare various reports for the management.
- Studying the financial ratios, working capital, solvency and liquidity of the business.
- Preparing reports on product wise revenues & costs to understand product wise profitability of the business.
- Auditing the expenses and suggesting cost control measures to the clients.
- Analyzing the financial statements and preparing variance analysis.
- Preparing loan schedules, EMI charts and other necessary reports to understand the cash flow requirements, interest coverage and other parameters
- Understanding the cash flow requirements, expense schedules and revenues of the business to forecast profitability.
- Suggesting the ways to deploy surplus funds of the clients in various financial avenues by identifying investment opportunities and performing ratio analysis, fundamental analysis, peer analysis and trend analysis of the investment options.
- Generating reports for the clients to monitor their business performance.
- Handling planning & calculation of capital gains and taxation on investments.
- Keeping up to date with current investment regulations and monitoring changes & development in investment norms to ensure optimum performance of the portfolios.
- Ensuring maintenance of high-quality services to the clients.

Frontline Securities Limited **Sep’14 – Oct'17**
Senior Consultant

Key Responsibility Areas:

- Preparing and reviewing the financial data and financial statements of companies.
- Preparing the financial analysis reports by studying the balance sheet and profit & loss statement.
- Preparing the year-on-year comparison of financial statements of the companies and performing trend analysis and variance analysis
- Calculating various financial ratios and other parameters like DSO, DIO, DPO, trade cycle, etc. to understand the company’s performance.
- Updating the knowledge of financial instruments to invest in (stocks, MFs, PMS, etc.) and preparing list of suggested funds to be held in the portfolio.
- Engaging with the clients and preparing budgets and targets for investments and business after understanding the cash flows and business revenues and expenses.
- Preparing various reports on excel by using tools like Pivot, Sumif, Vlookup, Hlookup, etc.
- Presenting the reports to the clients by drawing charts and graphs and discuss the same with recommendations.
- Analyzing the performance of the business against the budgets, preparing reconciliations and highlighting the required actions to be taken by the management.

Madhav Consultants Private Limited **Nov'12 – Sep'14**
Associate

Key Responsibility Areas:

- Ensuring proper accounting and preparing financial statements for the clients.
- Scrutinizing and examining records and data to ensure compliance with established internal control procedures, operating practices, and documentation.
- Updating audit programs and questionnaires and discuss the audit findings with the clients.
- Recommending ways to deal with audit findings and proper presentation of books of accounts and financial statements.
- Conducting financial analysis of Balance sheet and P&L for the clients.
- Extracting data and preparing customized reports on excel for better understanding and presentation of the business.
- Doing financial planning for the clients and developing strategies for them to manage their budgets and variances.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

ARTICLESHIP EXPERIENCE

Manu Agrawal & Co. **Jun'08 – Jan'12**
Kanpur

- Conducting internal audits for various corporate clients.
- Preparing audit program and questionnaire for conducting the audit and preparing audit reports based on the audit findings of the clients.
- Reviewing the data, vouching the vouchers and performing ledger scrutiny.
- Auditing various statutory compliances for the clients like TDS, service tax, VAT, etc.
- Preparing tax audit reports, TDS returns, income tax returns, and other statutory returns for the clients.
- Conducting stock audits for industries like, hotels and schools.
- Preparing of annual returns and reports and filing of various MCA forms and returns.

EDUCATIONAL CREDENTIALS

- ***Professional Qualification:***

DEGREE	INSTITUTE/UNIVERSITY	PERCENTAGE	YEAR
Chartered Accountant	ICAI	53.75%	2012

- ***Academic Qualification:***

LEVEL	BOARD	PERCENTAGE	YEAR
M.Com	MJP Rohilkhand University, Bareilly	59%	2013
B.Com	MJP Rohilkhand University, Bareilly	63%	2011
10+2th	CBSE	88.2%	2008
10th	CBSE	85.2%	2006

SKILLS

- Strong communication skills sharing rapport with banks, AMCs and other institutions.
- Excellent team handling skills.
- Quick learning attitude and ability to work in tight deadlines.
- Fluent with MS Excel and other MS Office applications.

PERSONAL DOSSIER

Father's Name : CA Manu Mehrotra
Date of Birth : Dec 12, 1990
Permanent Address : 74, Madhubani, Kanth Road, Moradabad, UP
Language Proficiency : English & Hindi
Hobbies : Listening to music and Reading Books

Date:
Place: **Manvi Mehrotra**