

Ankita Ganvir

CHARTERED ACCOUNTANT

• ankitaganvir2015@gmail.com • 9890617308 • NAGPUR, MAHARASHTRA

SUMMARY

- Professional with 6+ years of experience in service and construction industry.
- Specialisation in direct tax, internal audit and GST.
- Graduate in Commerce field.

KEY SKILLS

undertaking financial audits and providing correlating financial advice to ensure propriety of audited information

reviewing and certifying corporate and individual clients

ensuring compliance with financial regulations

Focused

MS-Excel

ERP

MS-Word

Tally

Fast Learner

Hard Working

Team leader

Result oriented

Problem solving skills

INTERNSHIPS

Aug '11 - Nov '14

Article Assistant

DEWANI AND CO., | Nagpur

Some of my major assignments during articleship while working as a taxation and audit assistant are: Statutory Audit Gwalior Alcobrew Pvt Ltd., Jaika Insurance Pvt Ltd., Ajanta Distilleries, Hotel Hardeo. Exposed to compliance with requirement of schedule VI of the Companies Act, 1956. Compliance with Accounting Standards. Drafting Audit Reports as per the reporting requirements of Companies Audit Report Order, 2003 (CARO).

PROFESSIONAL EXPERIENCE

May '19 - Jun '21

MANAGER ACCOUNTS

DP JAIN AND CO INFRASTRUCTURE PVT LTD |

- Checking compliance of way bill in purchase bill.
- Reconciling the Statement of accounts of BG Vendors
- Monthly Salary checking, Monthly MIS, monthly fundflow, monthly variances of expenses report to Management, Admin audit.
- Handling books of accounts and statutory requirement of SPV company.

Mar '18 - Apr '19

CONSULTANT

K.P. Sahasrabudhe & Company | Nagpur

Handling the articles team in tax audit, GST return and Stock audit

Jan '17 - Feb '18

ASSISTANT MANAGER ACCOUNTS

IB group | Nagpur

Jan '16 - Dec '16	<p>Responsible accounts receivable and payable for MP and Maharashtra and related weekly report to management. Monitor general ledger, accounts receivables, accounts payables and other records of company's finance. Manage junior accounts team.</p> <p>CONSULTANT</p> <p>Vinod Vishal and Associates Nagpur</p> <p>Associated in handling Direct tax audit, Project report, internal audit of MSWC and Concurrent audit of SBI. Prepare financial statements, including monthly and annual accounts.</p>
Apr '15 - Nov '15	<p>CONSULTANT</p> <p>Amit Agrawal & Associates Nagpur</p> <p>Handled Service Tax and Central Excise appeal cases. Handled Projects of Advance Licence.</p>

EDUCATION

Nov '14	<p>CHARTERED ACCOUNTANT</p> <p>Institute of Chartered Accountant of India Nagpur</p> <p>Passed my CA Final in 1st Attempt</p>
Jun '11	<p>BACHELORS OF COMMERCE</p> <p>RTMNU Nagpur</p> <p>Passed in 1st division.</p>

HOBBIES

Cooking, Travelling, Road Trips and Dancing

LANGUAGES

- English
- Hindi
- Marathi

PERSONAL INFORMATION

Father's Name: Arvind Ganvir

Status: Married

Husband's Name: Gaurav Tiwari

Birth Date: 09th January 1991

Gender : Female