#### PRATIBHA SAMAR MEHTA (1) Featured



Assistant Manager seeking roles in Finance, Accounting, Project Financing, Loan Operations, Financial Analysis, Financial Planning, Accounts Finalisation, Sop Preparation, Data Processing, Tax Audit, Audit Report, TDS Return, Balance Sheet **Analysis** 



Notice Period: Currently Serving Notice Period

Highest Degree: CA [CA]

Current Designation: Assistant Manager - Finance & Accounts Total Experience: 2 Year(s) 0 Month(s)

Current Company: Singhi & Co., Chartered Accountants

Current Location: Ahmedabad

Pref. Location: Ahmedabad, Gandhinagar

Functional Area: Accounts / Finance / Tax / CS / Audit

Role: Accounts Mgr

Industry: Accounting/Finance

Marital Status: Married

Key Skills: Assistant Manager, Accounts Manager, Finance, Accounting, Project Financing, Loan Operations, Financial Analysis, Financial Planning, Accounts Finalisation, Sop Preparation, Data Processing, Tax Audit, Audit Report, TDS

Return, Balance Sheet Analysis

Verified: Phone Number | Email - id

ID: Last Active: 30-Jan-20 Last Modified: 30-Jan-20

0c2ec655ede2491f9c1af9a17de1592f

## Summary

Trained Core Banking professional with an 01 years of experience skilled in Proficient in interfacing with clients for understanding their requirements, suggesting most viable solutions and cultivating relations for customer retention & securing business. Knowledge about risk management; adopting a performance-oriented assessment of the effective risk situation to support value-based business management as well as help the organization in development of an optimal strategy and taking right entrepreneurial decisions.

## Work Experience

Singhi & Co., Chartered Accountants as Assistant Manager - Finance & Accounts May 2019 to Till Date

Corporate Loan Financing & Project Financing Income Analysis & Financial Analysis CMA Data preparation with Projections Assisted in requirements with regard to IPO Finalization of Final Accounts with Tax Audit Report

SRG Housing Finance Limited as Assistant Manager - Finance & Accounts Aug 2018 to Apr 2019

Key role in implementation of Receiving Process Assisted in preparation of SOP

Providing Training to new account personnel of company Final Checking of Customers files before disbursement. Checking of defaulters list & due date bulk receiving. Preparation of No objection Certificate & checking of Originals

# **Riddhi Siddhi Group** as Assistant Manager - Finance & Accounts Feb 2018 to Aug 2018

CMA data preparation and Project Financing Reports Handling Income Tax assessment & appeals Balance Sheet Preparation CARE Rating (Document Preparation) Checking and Submission of TDS Return

#### **Education**

UG: B.Com (Commerce) from Mohanlal sukhadia University in 2012

PG: CA (CA) from Institute of Chartered Accountant of India (ICAI) in 2017

#### IT Skills

Skill Name	Version Last Used Experience
MS OFFICE	
Tally ERP, Compu Tax ,Spectrum	
SRG SFL software	

## Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				

### **Affirmative Action**

**Work Authorization** 

Category: General

Job Type: Permanent

Physically Challenged: No

Employment Status: Full time