
Roopali Nebhwani
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SUMMARY	Experience in Corporate Finance & Accounts, General Accounting & Taxation, Fund Management, Secretarial issues along with emphasis on Corporate and other laws along with Compliance issues of Roc. Finance professional having 3 years of multi faceted experience in Accounts, Finance, Budgeting and Tax Planning. Proficient in legal issues along with compliance issues relating to income tax and ROC.Also undergone articleship training of 3.5 years in a chartered Accountant firm.
HIGHLIGHTS	<ul style="list-style-type: none">• Account Reconciliation expert.• Financial Statement Analysis• Team Leadership• General Ledger Accounting• Reporting proficiency• Analytical• Organized• Detail-oriented• Taxation• Finance & Accounting
WORK EXPERIENCE	<p>-Worked in a Bright Four Wheel Pvt Ltd(A dealer of Maruti Suzuki) as an Account Executive since 26th June 2018 till 24th November 2020.My job responsibility includes:-</p> <ol style="list-style-type: none">1. Accounting entries in Tally ERP 9.2. Preparing and Filling of GST returns.3. Bank Reconciliation.4. Auditing of vouchers and entries.5. Auditing the cash balances of various Branches. <p>-Worked in Anee Group of Companies as an Accounts Executive From 6th March 2017 till March 2018 . The Group was established in 2009 as a small broking firm headquartered in Lucknow, Uttar Pradesh. ANEE Group has emerged into a world class broking house in a very short span of time. My job responsibilities includes:-</p> <ul style="list-style-type: none">• Accounting in Tally ERP 9• Filling of GST 3B, GSTR -1 returns and GST registration.• Filling of TDS Returns.

	<ul style="list-style-type: none"> • Working in Ms Excel, Ms Word and Ms Office Access Database • Bank Reconciliation. • Preparing cash and expense vouchers. • Bank Reconciliation. <p>-Worked in Arc Design and Construction as a Senior Accountant (From 16th August 2016 till 5th March 2017). It is an architectural firm which is engaged in interior designing.. My job responsibilities includes:-</p> <ul style="list-style-type: none"> • Accounting in Tally ERP 9 • Filling of TDS Returns • Preparation of financial Statements. • Filling of Service Tax return. • ROC Filling(AOC-4, MGT7, ADT – 1 etc) <p>-Worked in Sakshi Creations as an Accountant. (From 1st December 2015 till 14th August 2016). It is a boutique. My job responsibilities includes:-</p> <ul style="list-style-type: none"> • Accounting in Tally ERP 9 • Account Receivables/Payables. <p>-Worked in Shekhar Bhargav & co(CA Firm). , in Lucknow as an Auditor for 6 months(From July 2012 till December 2012). My job responsibilities includes:-</p> <ul style="list-style-type: none"> • Audit of UPRRDA • Entries in TALLY ERP 9 • Filling of TDS returns • Filling of Income tax returns.
TRAINING EXPERIENCE	<p>Has undergone 3.5 years of intensive full time training under the guidance of CA Firm B .Jethwani & Co., chartered Accountants at Lucknow. The major experience and skill gained during training period are :</p> <ul style="list-style-type: none"> • Preparation of Final Statements i.e. Balance Sheet, Profit and Loss Account and the accompanying Schedules. • Making and filing of returns for corporates, trusts and non-corporate clients. • Conducted Tax audit of various firms. • Internal Audit of Companies. • Filling of service tax returns. • Cash and bank vouching, Purchase and Sales ledgers.
PROFESSIONAL QUALIFICATION	<ul style="list-style-type: none"> • Passed C.A Final 1st Group in May 2014. • Passed C.A.P.C.C in May. 2010 with 50.50% marks • Passed C.P.T in August 2007 with 69.50% marks.
EDUCATIONAL QUALIFICATION	<ul style="list-style-type: none"> • Passed B.COM from National P.G College in 2010 scoring 57.60% • Passed 12th(ISC) from Modern School in 2007 scoring 82%. • Passed 10th(ICSE) from Modern School in 2005 scoring 58%.
COMPUTER/TECHNICAL SKILL	<ul style="list-style-type: none"> • Working knowledge regarding application package MS Office . • Done 40 hours vocational training on Tally of 40 Hours duration from UPTEC Computer Consultancy

	Ltd. <ul style="list-style-type: none"> • Have knowledge of working in Tally ERP 9. • Completed 100 Hrs of compulsory Computer Training from ICAI, Lucknow. • Knowledge of working in SAP software.
NISM CERTIFICATION	Qualified NISM VA:- Mutual Fund Distributors Certification Examination.
PERSONAL DETAILS	Date of Birth - 18.05.1989 Nationality - Indian Father's Name - Late Govind Kumar Nebhwani Languages - English and Hindi.

I hereby inform you that all the statement made above are true the best of my knowledge and belief.

(Roopali Nebhwani)