

## WORK EXPERIENCE

### CMA INTERN

CA Anand Jimnani and Associates

06/2022 - 05/2023

*Achievements/Tasks*

- Statutory Audit - Engaged in Statutory audit of Bank of India; Prepared reports highlighting the concerned area regarding CC limit, Term loan, Stock audit. Worked on providing an updated LFAR. Prepared comparative statements.
- Concurrent Audit - Solely conducted Concurrent audit of Union bank of India. Verification of Account opening forms, KYCs & required documents.
- Income Tax - Computation of Individual, HUF and Firm(presumptive tax) Tax and return fillings.
- Accounting - Prepared financial statements, Comparative statement, Bank reconciliation. Worked on Tally prime, Tally ERP 9, along with accounting of shares trading with reference to sharekhan.com. Prepared reconciliation of sales and purchase between GST portal and accounting software.
- Finance - Assisted in preparation of CMA report and Prepared investment proposal.

### Accounting Intern

Ananta resource Management Private Ltd.

02/2022 - 04/2022

*Achievements/Tasks*

- Worked on Zoho books and Tally
- Rectified Accounting entries
- Successfully played role of team coordinator

## EDUCATION

### Cost and Management Accountant

Institute of Cost And Management Accountant of India

12/2016 - Present

*Courses*

- CMA Finalist ( one group cleared ).
- CMA Intermediate

### Master's In Commerce

Hemchand Yadav University

08/2020 - 06/2022

72%

### Bachelor's in commerce

Hemchand Yadav University

08/2016 - 03/2019

58.44%

## SKILLS

ZOHO BOOKS

DIRECT TAX

FINANCIAL MODELLING

Excel

TALLY PRIME

PYTHON

SQL

FINANCE

ACCOUNTING

COST ACCOUNTING

MS OFFICE

MANAGEMENT SKILLS

DECISION MAKING SKILLS

COMMUNICATION SKILLS

LEADERSHIP QULITIES

## PERSONAL PROJECTS

Income Tax return Filling (2020 - Present)

- Tax computation and filing of returns of Individuals.

## LANGUAGES

English

*Professional Working Proficiency*

Hindi

*Professional Working Proficiency*

## INTERESTS

Teaching commerce from last 6 years

Travelling

Swimming