**PRIYANKA**

Chartered Accountant

priyanka.169143@2freemail.com

Residing in Dubai, United Arab Emirates

**Career Objective**

I am looking forward to working in a challenging environment, in a position which will provide me with an opportunity to utilize my knowledge and experience for the growth and advancement of the company as well as mine.

**Education and Professional Associations**

* **Chartered Accountant** from Institute of Chartered Accountants of India **(Nov 2010)**.
* **Bachelors of Commerce** from Ajmer University, India **(2005)**.
* **Company Secretary** (Professional Programme group II) **(2011).**

**Professional Work Experience**

1. **Axis Auditing & Accounting Senior Auditor**

 **Dubai, United Arab Emirates (Aug 2013 to Dec 2016)**

 (Accounting & Audit)

 A leading audit firm in the United Arab Emirates. http://www.axisauditing.com/

**Nature of assignments carried out:-**

* External Audits (Industries: Retail, Trade and Logistics, Services, Restaurants, Architect and Interior Designing)
* Internal Audits (Industries: Logistics and Education)
* Accounting Assignments (Small and medium-sized companies)
* Management Consultancy - To Examine control systems
* Liquidation of Companies (In industries: Retail, Trade and Logistics, Services, Restaurants, Architect and Interior Designing)

**Scope of work and responsibilities:-**

* Planning and assigning work to junior audiors.
* Supervising and reviewing the work of junior auditors
* Handling client queries on audit related matters.
1. **IRIS Business Service Ltd, XBRL Specialist**

 **Mumbai, India (May 2011 to Dec 2012)**

 **(**A Leading XBRL Service Provider)

**Key Responsibilities:-**

* Analyzing the financial statements of US/Indian companies and converting the same to XBRL (Extensible Business Reporting Language) format.
* Mapping financial statements & disclosures of US/Indian companies using US/Indian GAAP and Reviewing the same.
* Lead, guide and train a team of taggers and builders.
* Providing quality XBRL services to the client.
1. **Rathi Industries, Accounts Executive**

 **Bhilwara, India. (Dec 2009 to March 2011)**

(Manufacturer of computer stationery)

**Key Responsibilities:-**

* Successfully handled Accounts Receivable and Payables independently without any supervision.
* Successfully filed Income Tax Returnson time.
* Prepared Financial statements within strict deadlines.
* Successfully dealt with auditors.
1. **Khandelwal Kakani & Co., Article Assistant**

 **Chartered Accountants, (March 2006 to Dec 2009)**

 **Indore, India.**

Khandelwal Kakani & Co is a well-known Chartered Accountants firm in India having expertise in various professional services. It has a clientele of reputed and leading Indian business Groups.

* Insurance audit of National Insurance Company.
* Statutory audit of Dena Bank.
* Tax Audit of Ronak Processors Ltd, Simran Farms Limited and group companies, DP design Ltd.
* Special audit of Bar Association.
* Individual tax returns and corporate tax returns.

**Profile Synopsis**

* Chartered Accountant with 5 years of professional work experience.
* Strong leadership and business development skills.
* Flexibility to adapt to any situations and ability to work under pressure with multiple priorities.
* Excellent written, interpersonal, and presentation skills.

**IT Skills**

* Excellent knowledge of MS Excel and MS word.
* Well Versed with Tally, Quick Books, FUJITSU.

**Personal Information**

Date of Birth : 2 April, 1985

Nationality : Indian

Marital Status : Married

Visa Status : Husband Sponsorship

Driving License : UAE