**Curriculum Vitae**

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| **Objective** |
| I am looking for a career in an organization, which would provide me the opportunity to learn and apply my knowledge. This would be a platform where I can work in tandem with the company’s vision and curve out a responsible position in the field of Audit, Finance, Taxation and Analysis. |
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| **Professional Qualifications** |
| **Course** | **Institute** | **Year** |
| Chartered Accountant (CA)Company Secretary (CS) | Institute of Chartered Accountants of India (ICAI)Institute of Company Secretaries of India (ICSI) | 20102011 |

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| **Academic Qualifications** |
| **Course** | **Institute** | **Year** | **Grade** |
| Diploma in IFRSB.ComH.S.C S.S.C | ACCAM. L. Dahanukar College, Vile Parle, MumbaiM.L Dahanukar Collage, Vile Parle, MumbaiSt. Blaise High School, Andheri (W), Mumbai | 2011200720042002 | FirstClassDistinctionDistinctionDistinction |

**Computer Literacy** * Basic: Working knowledge of Computer in MS Office, Internet, Bloomberg, Various Accounting Packages like TALLY, SAP,e-mspa,PT-Plus,NTAS
* Software’s known: I T Return E-Filing Software (E.g. Computax, Winnman, CA Office);

**Key Skills & Competencies*** Strong leadership skills.
* Comprehensive understanding of financial management principles.
* Entrepreneurial with commercial acumen and excellent management skills.
* A motivated team player who is results driven.
* Results-oriented with a positive outlook, and a clear focus on high quality and business profit.
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| **Work Experience** |
| **Morgan Stanley, MumbaiMay, 2012 to Sept 3, 2016****Team Leader, Financial ReportingMumbai, India*** Preparation of Financials such as Balance sheet, Profit and loss, Cash flows for hedge funds based on USGAAP;
* Analysis of the Financial statements prepared;
* Liaison with auditors for the financials prepared and execution as per the directives suggested;
* Liaison with client during the preparation and execution as per the directives suggested;
* Contribute to accounting controls and analysis as defined by the Morgan Stanley Standard Accounting Control Plan;
* Independently handling a team of two to three associates;
* Review of the work pertaining to associates and firefighting critical issues especially in times of audit season under pressure;
* Ensuring that all deliverables of the team are met in time with good quality output;
* Detailed review and feedback for the work provided by the team;
* Liaison with account managers for solving issues, formation of timelines during the audit season for self and the team, follow-up with account managers for the clients approval on mock financial statements as well as comments provided or to be provided by auditors on draft financial statements;
* Contribute to inter-company transactions reconciliation;
* Assistance in testing projects of the new systems being implemented;
* Study of New accounting pronouncements in US GAAP;
* Provide suggestion to improve reports from system in order to speed up the audit process.
* Awarded ***star performer*** of the team for handling a difficult project;
* Handled restructure in multiple clients independently;
* Assisting in preparation of financials for various liquidation clients.

**Price Waterhouse Coopers (PWC), February, 2011 to September, 2011****Associate, Forensic Dispute Analysis and Investigation Services Mumbai, India*** Preparation of Corporate Intelligence reports and Analysis of Financial Statements.
* Assistance in investigation assignments especially in email reviews and their assessment.
* Drawing conclusions based on the emails & supported calculations in email of any fraud which would serve as evidence in the reports.
* Assistance in arbitration assignments for preparation of forecasts & qualitative review of those assignments, Assistance in preparation of reports for Investigation and arbitration assignments.
* Assisting in conducting interviews with suspect or managers of the organization & taking notes of their interviews statements.
* Assisting in preparation of proposals for various clients & preparing reports based on the proposals given tailor made for certain clients.

**DBOI Pvt. Ltd. July, 2010 to February, 2011****AMPAC & Associates, Chartered Accountants March, 2008 to June, 2010****A.M Solanki & Associates, Chartered Accountants February, 2007 to February, 2008****Articled Clerk/Audit AssistantMumbai, India*** Training under a practising Chartered Accountant as required by the Institute of Chartered Accountants of India
* Statutory Audits, Internal Audits
* Preparation of Income Tax Returns
* Bank Statutory and Concurrent Audits
* Accounting and Finalization of Accounts.
* **Audit**
1. **Internal Audit:**

Internal Audit of **Reliance Money** Key Areas being: * Preparation of Bank Reconciliations in MS-Excel & Ensuring Expenses Genuineness;
* Expenses Audit, Identifying areas of Potential Cost Saving & Cost Reduction;
* Suggestions to Management for plugging the loopholes
1. **Statutory Audit :**

 Statutory audit of various Private Limited companies engaged in Manufacturing, Trading, and Financing from the following perspective:* Compliance with the Accounting Standards as prescribed by the ICAI, Companies Act 1956 such as CARO requirements, ROC matters, Labour Acts etc.& Preparation of Income Tax Returns of various clients.
* Vouching of Books of Accounts like Purchase, Sales, Cash/Bank Book, Journal Register, etc.
1. **Tax Audit :**

 Tax audit of Private Limited Companies including Form 3CD preparation, Partnership Firms and Individuals engaged in Manufacturing, trading, service Industry, Fabrics & Textiles Industry, etc.* **Taxation:**
1. Preparation of periodic returns and review of statutory compliances in respect of Income Tax, TDS and Indirect Taxes such as Service Tax.
2. Reviews in Tax Planning of Individual, H.U.F. and Firms. Preparation of details for Income Tax Scrutiny & Appeals matter.
* **Product Controller:**
1. Preparation of Daily Product Pnl for Syndication business;
2. Liaising with front office and other teams for any discrepancies in the P&L
3. Preparation of Pre month end and month end process.
* **Accounting:**
	1. Preparation of Accounts of Newly Formed Private Limited Companies.
	2. Recording & Maintaining of Regular books of Accounts with Inventory of various Assesses.

Done Finalization work of various Individual, Firms, Company; Preparation of Project Report.& Analysis of Debtors and Creditors-Ageing, Recovery Period, Legal cases. |
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| **Personal Particulars** |
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| Date of Birth | **:** | 3rd November, 1986 |  |  |  |
| Gender | **:** | Female | LanguagesKnown | **:** | English, Hindi, Marathi, Konkani |