**YASMIN**

**YASMIN.331098@2freemail.com**

 

**CAREER OBJECTIVE**

**To be a part of a reputed organisation with scope for challenging career, opportunity for learning excellence and continuous improvement coupled with organisation’s growth and individual development.**

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute/Board** | **Year** | **Grade**  |
| **C.A. (IPCC)** | **The Institute of Chartered Accountants of India** | **Nov 2013** |  **PASS** |
| **C.A. (CPT)** | **The Institute of Chartered Accountants of India** | **Dec2008** | **PASS** |

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Qualification** |  **Institute/Board** |  **Year** |  **Grade** |
| **B.COM** | **Mumbai University** | **2010** | **First Class** |
| **Class 12** | **Maharashtra State Board** | **2007** | **First Class** |
| **Class 10** | **Maharashtra State Board** | **2005** | **First Class** |

**PROFESSIONAL EXPERIENCE**

**Employee as well as Articleship from M/s V Sankar Aiyar &Co, Mumbai – from 20thDecember 2010 to 20th September 2016. Some of the major assignments during my articleship and employment period were:**

***Statutory Audits (Considered Limited Reviews also)***

***Clients Handled:***

|  |  |
| --- | --- |
| **SBI** | Ensuring compliance with RBI Guidelines. |
| Verification of advances which are pending renewal for more than 3 months. |
| Verification of advance accounts wherein stock statements are not received for 3 months. |
| Verification of Income Recognition. |
|  | Verification of NPA Accounts wherein the valuation reports are older than 3 years. |
| **GRAVISS HOSPITALITY*****(Hotel Intercontinental)*** | Ensuring compliance with Accounting Standards. |
| Audit of statutory liabilities like Excise Duty, VAT, CST, Service Tax, EPF, ESI,Profession Tax and TDS **.** |
| Scrutinize other indirect expenses from trial balance. |
| Obtain and verify monthly bank reconciliation statements. |
| Obtain account statements from major suppliers. Criteria for number of suppliers to be based on volume of transactions and value. |
| As all the sales are against cash, large amount of debtors are not expected. Only card sales amount from bank is to be received for last 2-3 working days of month / year. |
| **Indian Express Ltd** | Ensuring compliances with provisions of Companies Act. |
| Audit of statutory liabilities like Excise Duty, VAT, CST, Service Tax, EPF, ESI, Profession Tax and TDS |
| Scrutinize other indirect expenses from trial balance. |
| Obtain and verify monthly bank reconciliation statements. |
| **Allenbury India Private Ltd**  | Ensuring compliances with provisions of Companies Act. |
| Audit of statutory liabilities like Service Tax, EPF, ESI, Profession Tax and TDS |
| Scrutinize other indirect expenses from trial balance. |
| Obtain and verify monthly bank reconciliation statements. |
| Obtain and verify loans repayments & interest schedule. |
| **Cipla**  | Ensuring compliances with provisions of Companies Act. |
| Audit of statutory liabilities like Service Tax, EPF, ESI, Profession Tax and TDS |
| Scrutinize other indirect expenses from trial balance. |
| Obtain and verify monthly bank reconciliation statements. |

***Internal Audits:***

***Clients handled:***

|  |  |
| --- | --- |
| **JV Gokal & Co.** | Ensured compliance with Accounting Standards |
| Verification of controls over purchase and maintenance of Fixed Assets |
| Ensured compliance with various statutory requirements as stated above |
| **HDFC Realty**  | Ensured compliance with Accounting Standards |
| Scrutiny of Expenses |
| Ensured compliance with various statutory requirements as stated above |
| Verification of Billing Invoices, Procedure of Income Booking |
| **Batliboi International Ltd** | Ensured compliance with Accounting Standards |
| Scrutiny of Expenses |
| Ensured compliance with various statutory requirements as stated above |
| Verification of duty drawback receipts, Focus Market Scheme license utilisation / Sale & their accounting. |

***Tax Audits***

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| --- |
| Preparation of Tax Audit of ICE Hospitality, Ravalgaon, M/s Hariani & Co., IDBI Federal Life Insurance Ltd., MF Utilities, and QSR Foods limited. |
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***TRUSTs:***

|  |  |
| --- | --- |
| **South Indian Education Society (SIES)** | Ensured compliance with Bombay Public Trust Act.  |
| Scrutiny of Expenses |
| Verification of Income- Fees Reconciliation  |
| Admission Audit |
| Purchase Audit |
| **Shanmukananda Sangeeta Sabha,** | Scrutiny of Expenses |
| Verification of Income- Hall Booking, Fees Reconciliation, Medical centre fees. |
| Stock Audit |
| **Chembur Fine Arts and Tamil Sangam** | Scrutiny of Expenses |
| Verification of Income- Fees Reconciliation and Hall Booking |

**IT SKILLS**

* **Well versed with MS Office applications**

**ACHIVEMENTS**

* **Bagged numerous certificates and medals for sports at school level**

**STRENGTHS**

* **Quick Learner**
* **Effective time management**
* **Achiever**
* **Sound Communication skills**

**Declaration**

**I hereby declare that all the above information is correct and true to my knowledge.**