**Nidhi**

Email: nidhi.367868@2freemail.com

**Profile**

Experienced professional with a total experience of over seven years (including 2 years in UAE) in a business environment which includes Statutory and Internal auditing assignments, managing the operations of the accounts team, setting up of an accounting system, and preparing and presenting management reports.

Self-motivated and willing to explore new ideas and opportunities to build the business and make decisions.

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| **Key Career Achievements** |
| **NR Doshi & Partners (UAE)** | * Independently managed entire Abu Dhabi Operations for the company
* Received client appreciations for cordial and professional behavior and quality of work
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| **Vishnu & Co. Trademarks Pvt. Ltd.** | * Independent setup of an in-house accounting system
* Maintained books of accounts of thirty-five group companies
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| **Work Experience** |  |
| **NR Doshi & Partners (UAE) (March 2014 to April 2016) Senior Auditor*** Execute group internal audit of each business unit and conduct special investigations regarding compliance with policies and rules. Communicating the results to Senior management through presentations and written reports
* Reported internal control issues to management and supplied comprehensive recommendations to mitigate the associated risks
* Manage a team of 4 members for accounting assignments and acting as a link between the client and the team
* Finalization of financial statements including Balance Sheet, Profit and Loss Account, Cash Flow Statements and Notes to Accounts in accordance with the IFRS and prevailing laws
* Maintain integrity of General ledger, including charts of accounts
* Building and Maintaining client relations and representing the firm in Abu Dhabi
* Major clients handled :-
	+ Al Jazeera International Catering LLC (Internal Audit)
	+ Valencia Marble Factory LLC (Internal Audit)
	+ Bin Mehran Ready Mix Concrete (Internal Audit)
	+ Goltens Co. Ltd. (Group Statutory Audit)
	+ Chateau De Sable (Accounting)
 |

**Vishnu & Co. Trademarks Private Ltd. (Dec 2010 to Dec 2012)**

# Deputy Manager- Accounts

* Maintained books of accounts of thirty-five Group Companies in Tally 9
* Built an accounting team by being a part of the interviewing body and shortlisting candidates in consultation with the MD
* Computation and timely payments of taxes payable for all group companies and submission of periodical returns
* Delegating jobs and acting as a link between the members of the team and the Senior Management
* Liaison for audits and providing internal support to Statutory Auditors
* Investment and Fund Planning

**Shashi Verma & Company (Sep 2007 to Sep 2010)**

# Audit Intern

* Preparation and Finalisation of books of Accounts, Audit Programs and Reports
* Preparation and Filing of periodical TDS Returns, Income Tax Returns and Service Tax Returns
* Establishment and maintenance of internal control system

**ABN AMRO Bank Central Enterprises Services Ltd. (May 2006 to Jan 2007) Preferred Banking Officer**

* Handling and servicing preferred customer queries on banking accounts
* Preparing MIS reports and presenting it to the management
* Well versed with banking procedures and software like Finacle

**Qualifications & Certifications**

CERTIFICATIONS/ COURSES

Partly Qualified CA from the Institute of Chartered Accountants of India **CA PE – II** Group – II : Cleared in May 2006 securing 54% marks

Group – I : Cleared in May 2007 securing 65% marks **CA PE – I** Cleared in May 2004 securing 62% marks

EDUCATION DETAILS

**2006** Bachelor in Commerce (Honors) from Delhi University securing 60%

**2003** High School (Class XII) from Mount Carmel School, New Delhi securing 87% marks

COMPUTER PROFICIENCY

Working knowledge with business application packages MS Office, Tally 9, Quickbooks, BusyWin, and Finacle