**HIRAL**

[**HIRAL.371438@2freemail.com**](mailto:HIRAL.371438@2freemail.com)

**TO MAKE OPTIMUM UTILISATION OF MY KNOWLEDGE AND SKILLS, UTILIZE OPPORTUNITES EFFECTIVELY FOR PROFESSIONAL GROWTH AND TO CONTRIBUTE IN THE BEST POSSIBLE WAY FOR THE BETTERMENT OF THE ORAGANISATION AND SELF.**

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| ACADEMIC RECORD | | | |
| COURSE | UNIVERSITY/BOARD | YEAR OF PASSING | % |
| CA-PCC (Group 1) | ICAI | 2012 | 152/300 |
| CA-CPT | ICAI | 2007 | 118/200 |
| M.COM | SAURASTRA UNIVERSITY | 2014 | 66.95 |
| B.COM | SAURASTRA UNIVERSITY | 2007 | 68.00 |
| H.S.C | GUJARAT BOARD | 2004 | 77.00 |
| S.S.C. | GUJARAT BOARD | 2002 | 74.29 |

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| M.COM & C.A. (PURSUING) | | | |
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**WORK EXPERIENCE:**

* **MANAGER-CUM-ACCOUNTANT @ TEAHCERS’ CREDIT CO-OPERATIVE SOCIETY LTD. FOR THE ACADEMIC YEAR 2012 TO 2014**
* **ARTICLE UNDER C.A. CHIRAG PAREKH FROM 2008 TO 2011**
* **HAVE EXPERIENCE OF INFORMATION TECHNOLGY TRAINING COURSE @ RAJKOT FROM WIRC OF INSTITUTE OF ICAI IN THE YEAR 2009**

**TECHNICAL SKILLS:**

* **PROFICIENT IN MS OFFICE**
* **EXPOSURE OF WORKING IN ERP ENVIRONMENT (ORACALE) AND CUSTOMISED ACCOUNTING PACKAGES (TALLY)**
* **COMPLETED 100 HOURS COMPUTER TRAINING FROM THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**
* **AT EASE WITH INTERNET**

**KEY ASSIGNMENTS**:

* **MONTHLY VARIANCE ANALYSIS OF P&L, BUDGET AND FORECAST**
* **TRACKING AND MONINTORING FINANCIAL WITH BUDGET AND FORECAST (RE)**
* **CAPITAL AND REVENUE EXPENDITURE AUDIT**
* **ASSET AND STOCK VERIFICATION**
* **RECONCILIATION OF BRANCH ACCOUNTS, GROUP COMPANIES AND ASSOCIATES**
* **ANALYSIS OF FINANCIAL STATEMENTS INCLUDING NOTES TO ACCOUNTS**
* **PREPRATION OF BOOKS OF ACCOUNTS AND FINANCIAL STATEMENTS UPTO FINALIZATION**
* **BANK RECONCILIATION**
* **GENERAL LEDGER SCRUTINY**
* **PURCHASES AND SALES AUDIT**
* **RECEIPTS AND PAYMENTS AUDIT**
* **VOUCHING & VERIFICATION**
* **IDENTIFY AND DEVELOP THE CONTROLS AND PROCESSES TO ENSURE ALL RISK AND OPPORTUNITIES ARE HIGHLIGHTED**
* **INVOLVED WITH DIFFERENT DEPARTMENTS FOR SMOOTH FUNCTIONING OF BUSINEES OF AN ORGANIZATION (I.E. SALES, PURCHASE, COMMERCIAL, HR, ETC...)**
* **OTHERS (ACCOUNTING, CERTIFICATION WORKS, ETC.)**

**OTHER STRENGTHS:**

* **COMPUTATIONAL AND ANALYTICAL SKILLS**
* **QUICK DECISION MAKING**
* **GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS**
* **TEAM LEADING AND COOPERATIVE TEAM MEMBER**
* **PRESENTATION SKILLS**
* **CONTINUOUS LEARNER AND WILLINGNESS TO IMPROVE WITH EXPERIENCE**

**ADDITIONAL INFO:**

* **GENDER : FEMALE**
* **NATIONALITY : INDIAN**
* **MARITAL STATUS : MARRIED**
* **LANGUAGES KNOWN : ENGLISH, HINDI & GUJARATI**
* **VISA STATUS : HUSBAND VISA**