**Anjali**

**Anjali.375381@2freemail.com**

**CAREER OBJECTIVE**

To join an organization that will provide me challenging accounting goals and tremendous career growth opportunities. To advance my career as renown chartered accountant. I have an Experience of 4.8 years and 7.8 years including articleship (internship). Possess a B.com graduation degree in Accounting.

 **PROFESSIONAL WORK EXPERIENCE**

Nov2015-Oct2017 CA Nozer Shroff & Co. Gujarat, India

 Proprietorship Firm

 Senior Auditor

* Obtaining in depth knowledge of client’s business.
* Creating and keeping deadlines.
* Efficient expertise on time administration.
* Have self-motivating ability and pass the spirit to others.
* Decision making and critical thinking.
* Team management, multitasking and implementing strategic plans.
* Inspect, test and assess software and hardware systems for its failure especially in Bank Audits.
* Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
* Check all accounting and clients’ databases are updated and functioning properly.
* Review and recommend changes in internal audit control.
* To check the accuracy of accounting systems and procedures.
* Check, Inspect and reconcile bank deposits and payments.
* Verify and inspect accounts receivable and payable ledgers and general ledger for accuracy.
* Ensure compliance of regulatory guidelines and generally accepted auditing standards.

July2013-Oct2015 CA Navinchandra Bhatt Gujarat, India

 Proprietorship Firm

 Audit Associate and Tax Consultant

* Preparing accounts and tax returns.
* Compiling and presenting reports, budgets, business plans and financial statements.
* Analyzing accounts and business plans.
* Financial forecasting and risk analysis.
* Checking the existence of certain assets and the accuracy of reflection of their values as of the balance sheet date.
* Examination of the results of previous audit in order to understand the processes those are specific for the particular client.
* Reconciliation of account balances per client records to those as per confirmation letters.
* Study of methods of accounting for inventories as of the year end.
* Testing of existing processes and controls of the particular client.
* Managing colleagues, workloads and deadlines.

Apr2013-Jun2013 Goyal Rathi & Associates Gujarat, India

 Partnership Firm

 Management Trainee

* Registration of new client for application of service tax number.(ST-1)
* Preparation of letter of authority to deal with the service tax concern department on behalf of the client.
* Calculation of service tax payable by the client according to the latest notifications.
* Preparation of service tax and excise returns.
* Bifurcation of taxable, non-taxable and exempt services

Mar2010-Mar2013 PKMG & Co. – Chartered Accountants Gujarat, India

 Partnership Firm

 Chartered Accountancy Intern

* Conducting the internal audit at the clients’ location.
* Reporting the status of completion of audit to the senior partner of the firm.
* Collection of required documents as per the list of scrutiny letter.
* Sending confirmation letters while bank audits.
* Inspection and verification of various accounts to search for any fraud or irregularity.
* Calculation of advance tax and self-assessment tax.
* Preparing and uploading of IT returns.

**EDUCATION**

Dec 2008-Nov 2012 Chartered Accountant

 Institute of Chartered Accountants of India

Jul 2008-Mar 2011 Bachelor in Commerce

 VNSGU, Gujarat

**ADDITIONAL SKILLS**

* Undertook a certified diploma course in ISA-Information Systems Audit conducted by ICAI-Institute of Chartered accountants of India.
* Worked in Genius software for the calculation of advance tax, income tax and filing of IT returns.
* Worked in Finacle software while doing the bank audits.
* Worked in the Senitell software specially designed for bank audit report.

**LANGUAGES**

* English- Fluent
* Hindi- Native
* Gujarati- Intermediate