**CURRICULUM VITAE**

Bindiya

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**Career Objective**

A Semi qualified chartered Accountant, seeking employment in fast paced, growth oriented organization, to carve out a responsible position where I can utilize my skills and simultaneously develop new ones. I would like to work in an environment which helps me grow as an individual and improve myself in every sphere.

**Article ship Experience**

Article Assistant at M/s D. L. Vegad & Co for the period of 3 years.&Served at the same office for a period of more than 6 month.

**Type of Work during the Articleship Period:**

* **Accounts & Audit:**
* Preparing audit programs in consultation with client.
* Executed an in-depth analysis of the collected accounting data for various client organizations
* Vouching & verification.
* Bank reconciliation.
* Physical stock taking and valuation as on the year end in accordance with Accounting Standard.
* Scrutinized general ledgers reconciliations, general vouchers, and conducted numerous examinations including P&L.
* Checking & establishment of internal control system.
* Drafting of Balance Sheet, Profit & Loss A/c & other reports.
* Analysis of draft financial statements including notes to accounts.
* Finalization of Annual reports including Auditor’s Report
* Performed the process of Statutory Audit of various corporate entities.
* Conducted Internal audit
* Providing Consultancy services to clients.
* **Direct Taxation:**
* Computation of income.
* Documentation for Income Tax Cases.
* Preparation and Checking of Form 3CD, 3CB.
* Preparation and Checking of disallowance report as per Income Tax Act.
* Preparation of basis on which Scrutiny Assessment is conducted.
* Finalization of Income Tax, Tax Audit, TDS, Assessment of Tax liabilities of Individuals, Firms, companies etc.
* Filing of TDS returns, Income Tax Returns of various entities.
* **Indirect Taxation:**
* Preparation and filling of VAT returns, Service Tax return.
* Conduct of VAT audits.
* Exposure of Service Tax levy & payment.
* **Industry Experience:**
* Internal audit at Ashapura Perfoclay Ltd for a span of 2 years
	+ Verification of transaction monthly
	+ Reporting any Observations/Discrepancies found during the monthly verification to the Respective HOD’s
	+ Follow up for the reporting made
	+ Half Yearly physical verifications of Stock& Reporting of any Excess/ Shortage found and Ensure that the changes have been made respectively
	+ Variety of Reports related to HR, Operational, Stores & Engineering & Financial as well
	+ Recommended effective controls after carefully analyzing the system to maintain high standard of precision in all predictions and calculations.
* Conduct audit of various corporate entities engaged in business of Shipping line such as CFS, CHA, Transportation.
* **Computer Skills**
* Working in a fully computerized environment having Proficiency in MS-Office.
* Completed Computer Training Course as prescribed by The ICAI
* Knowledge in Various Operating Software’s such as Tally, Miracle.
* Exposure of working in ERP environment
* **Other Skills**
* Good Communication Skills.
* Can work effectively in team, as well as individually.
* Have good inter-personal skills.
* Communication, interpersonal learning and organizational skills.
* Synchronized audit activities of various clients within time constrain as well as trained the junior staff.

**Qualifications**

**PROFESSIONAL**

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| **Level** | **Month Year** |
| C.A. (Final) Group 1 | May 2017 |
| C.A. (IPCC) Group 2 | May 2014 |
| C.A. (IPCC) Group 1 | May 2013 |
| C.A.(CPT) | June 2012 |

**ACADEMIC**

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| **Degree** | **School/College/Institute** | **Year** |
| Senior Secondary | Our Own English High School, Sharjah, U.A.E (CBSE Based) | 2010 |
| Secondary | Emirates National School, Sharjah, U.A.E (CBSE Based) |  2008 |

**Personal Details**

* Date of Birth  22nd November 1991
* Languages Known English, Hindi, Gujarati