**Disha**

**CA FINAL APPEARED, B.COM**

 disha-394065@2freemail.com

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure to build an excellent career. To bring a versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

 Key Skills

Consolidation, Reporting & Analysis



Financial & Strategic Planning



MCA Complaiance



Audit & Accounts



Financial Analysis



Vat Audit



AS , IND AS



IT Skills

MS Word, MS Excel, MS PowerPoint and MS Visio



 Profile Summary

More than 6 Years of experience in the field of the Internal Audit, Tax Audit, Bank Audit, Direct and Indirect Taxation, Project Financing, corporate strategy, MCA Services, Business Modeling Services.



Month end closing & Quarterly Closing with proficiency in preparing key reports to exercise financial control and enhance overall efficiency of the organization.



Experience in Designing and Monitoring the Internal Controls of the organization



Leveraged knowledge of VAT & Excise.



Handling Quarterly and Annual Audits.



Skilled in analyzing business operation, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses as part of monthly MIS



Gained exposure in spearheading managing Finance & Accounts activities encompassing Accounting, Taxation, Treasury, Accounts Payables & Receivables, Financial Analysis and so on



An effective leader capable in working with teams during the project, guiding them & enabling knowledge sharing



 Education

|  |  |  |
| --- | --- | --- |
| CA Final Appeared | May 2019 | - |
| CA IPCC |  |  |
| Group 1 | May 2013 | 53% |
| Group 2 | Nov 2014 | 50% |
| Bachelor of Commerce (Finance) |  |  |
| R.T.M.N.U. | March 2011 | 62% |
| CA CPT | DEC 2010 | 51% |
| HSC (Commerce) |  |  |
| STATE BOARD | March 2008 | 75% |
| SSC |  |  |
| STATE BOARD | March 2006 | 54% |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Soft Skills |  | Career Timeline |  |  |
|  |  |  |  |  |
|  |  | Chartered Accountants |  |  |
|  |  | Nagpur |  |  |
| Communicator | Innovator |  |  |
| Thinker |  |  |  |  |  |
| Collaborator | Intuitive | Aug 13 – Aug 16 |  | Nov 16-March 19 |  |
|  |  |  |  |



Work Experience

**Aug’13-Aug’16**

**Article Assistant, Chartered Accountants, Nagpur.**

**Responsibility & Exposure**

 Handling internal audits of the clients in industries like manufacturing, clothing, trading, facilities services and pharmaceuticals.

 Internal controls checking.

 Tax Audits

 Planning and performing statutory audit engagements for clients

 Preparing financial statements including Trial Balance, Profit & Loss A/c, Age-wise Accounts Payables & Receivables Statements and Balance Sheets.

 Preparation of Audit Reports.

 Vat Audits, Vat Return of various entities etc.

 Finalization of return and computation of income for various entities.

 Company Law – Filing of Annual Forms and other forms as required by MCA.

Work Experience

**Nov’16-March’19**

**Senior Audit Assistant, NAGPUR.**

**Responsibility & Exposure**

 Supervising the fieldwork and completion of various audit assignment, finalizing financial statement and performing substantive & analytical audit procedures.

 Preparation of Auditor’s report as per CARO and verification of compliances as per the companies Act, 2013.

 Identifying the areas of revenue leakage and helping in implementation of appropriate internal control measures.

 Performed Tax Audits and filing Income Tax Returns of various Corporate and Non-Corporate assesses after judiciously analyzing the provisions and sections of Income Tax Act,1961.

 Drafting of replies and documentation for Income Tax correspondences.

 Filing TDS returns.

 Assisted in preparing project report and other documents for loan application.

**EXTRA CURRICULAR ACTIVITIES & CERTIFICATION COURSES**

 Participated and worked as committee member in National convention for CA Students and various other seminars organized by Nagpur Branch of the Institute of Chartered Accountants of India.

 Completed 100 hours ITT and Advanced ITT hosted by ICAI.

 Completed Orientation Training & GMCS-1 organized by ICAI.

 Working Knowledge of MS Excel, Email, Tally, Busy, Classic, etc.

 Free hands on Internet.

Personal Details

Date of Birth

: 11th January, 1992

Languages

: English, Hindi, Gujarati & Marathi.

Nationality

: Indian

Gender

: Female

Marital Status

: Married

Visit Visa

: Valid Till 16th OCT 2019.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place- Dubai Disha