### C:\Users\Anjali-01\Desktop\PIC.jpg

### Mahima

***Email:*** [***mahima-395083@2freemail.com***](mailto:mahima-395083@2freemail.com)

[***Jafiliya***](https://www.google.com/search?safe=active&rlz=1C1CHBD_enAE842AE842&sxsrf=ACYBGNRWcj27n50k8iumoEEL1VFBWe79HA:1568381225500&q=Jafiliya&spell=1&sa=X&ved=0ahUKEwiWzMWu883kAhU5AGMBHVH_CVcQkeECCC8oAA)***, Dubai UAE***

### CAREER OBJECTIVE

## *To excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my fields, and I assure to uphold your quality standards, policies and procedure.*

### Education

* *MBA –Finance and HR*

*Shri Ram of Management (Jabalpur M.P, India)*

*2019*

* *PGDCA, (Post Graduation Diploma of Computer Application)*

*MCN University of Journalism and Communication (Bhopal, India)*

*2018*

* *B.com –Taxation*

*St. Aloysius College Autonomous (India)*

*2017*

* *Higher Secondary*

*St. Joseph’s Convent Senior Secondary School (CBSE)(India)*

*2014*

### WORK EXPERIENCE

* ***Position : Financial Auditor***

*Duration : Aug 2017 - Feb 2019*

**Duties and Responsibilities**

* *Plans financial audits by understanding organization objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.*
* *Provides financial control information by collecting, analyzing, and summarizing data and trends.*
* *Assesses risks and internal controls by identifying areas of non-compliance; evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues.*
* *Plans financial audits by understanding organization objectives, structure, policies, processes, internal controls, and external regulations; identifying*

*risk areas; preparing audit scope and objectives; preparing audit programs.*

* *Protects organization's reputation by keeping information confidential*.
* *Contributes to team results by welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.*
* ***Position : Financial Auditor (INTERNSHIP)***

*Duration : 45 Days*

**Duties and Responsibilities**

* *Plans financial audits by understanding organization objectives, structure, policies, processes, internal controls, and external regulations; identifying risk areas; preparing audit scope and objectives; preparing audit programs.*
* *Assesses risks and internal controls by identifying areas of non-compliance; evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues.*

### EXTRA SKILLS

* *Good team player.*
* *Quick learner.*
* *Leadership capabilities.*
* *Initiative.*
* *Adaptability to change.*
* *Strategic Thinking and planning abilities.*
* *Hardworking and can work under pressure.*
* *Verbal communication skill.*

### PERSONAL INFORMATION

*Nationality : Indian*

*Date of Birth : November16, 1996*

*Civil Status : Single*

*Languages Known : English and Hindi*

*Visa Status : Visit Visa (Till December 01, 2019)*

### Declaration

*I hereby declare that all statements made in this application are true & Correct to the best of my knowledge.*

MAHIMA