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CAREER OBJECTIVE

- Strive for being meticulous and dynamic professional with proven knowledge of Auditing, Finance & Accounting & Taxation.
- Learn & grow by utilizing every given opportunity & proven to be asset to the organization.

PROFESSIONAL EXPERIENCE

Role: Audit Executive
Kalyaniwalla & Mistry LLP

Feb 2019 till Present

Key Role:

Audit & Assurance:

- Conducted Statutory Audit of various manufacturing & service providing companies & discussion of audit observations with senior management.
- Conducted meetings with the clients to understand business processes, evaluated financial risks and controls by performing process walk-through to ensure design effectiveness of the financial controls and performed risk control matrix.
- Preparing accurate and complete audit working papers that adequately support audit observation and document work performed.
- Finalization of tax audit for the listed entities with working of all annexures.
- Areas majorly handle- Revenue, Payroll, Treasury, Fixed Assets, compliance with CARO reporting, Companies Act, 2013 & Accounting standards, IND AS.

Role: Article Assistant
R.H. Baweja & Co.

Feb 2013 to Mar 2016

Key Role:

Taxation Work:

- Filing of Income Tax returns & handling E-TDS & E-TCS work & various reports.
- Handling/Response letters for assessment before Income Tax Authorities.
- Independently handled the taxation matters of some key clients.
- Filing of Service Tax & VAT Returns, conducting VAT audit.

Audit & Assurance:

- Audits of Private Limited companies, trading & service providing company.
- Supervise Audit team and discuss Audit Report with management.
- Performing Statutory Audit and Tax Audit and identifying and reporting all the significant observations on timely basis.

KEY ASSIGNMENTS HANDLED

- Dinshaw's Dairy Foods Private Limited
- Mumbai Metro Railway Corporation Ltd.
- Godrej Agrovet Limited
- Godrej & Boyce Mfg. Co. Ltd. Provident Fund Trust
- Accra Pac India Pvt. Ltd.

EDUCATION

COURSE	SPECIALIZATION	INSTITUTE/UNIVERSITY/BOARD	YEAR
Chartered Accountant	CA	ICAI	2018
Academic Details	M.Com.	Mumbai University	2017
	B.Com.	Mumbai University	2010

ADDITIONAL SKILLS

- Certification in Advance IT Training conducted by ICAI from BKC.
- Proficiency in using MS office (word, Excel, PowerPoint) 2010 & earlier versions, Accounting packages (Tally ERP 9)
- Completed General Management & Communication Skills (GMCS I & II) training organized by BKC branch of WIRC of ICAI.

PERSONAL DETAILS

- Name: Heena Ashoklal Bhawnani
- Date of Birth :17th July,1989
- Permanent Address :601, Golden Tower, New Link Road, Ulhasnagar 421002
- Languages Known: English, Hindi, Sindhi

DECLARATION

I hereby certify that the information furnished above is factually correct and true to be best of my knowledge.

Place: Ulhasnagar

Heena Bhawnani