

CA PRIYANKA MAHESHWARI

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CAREER OBJECTIVE:

To reinforce theoretical knowledge with practical experience & to symbiotically grow with an organisation that provides ample opportunities to improve my skills on a continuous basis.

PROFESSIONAL QUALIFICATION & CERTIFICATION

- Qualified **CA Final** in Nov. 2015.
- Qualified **M. Com** in March 2016.
- Course on General Management & Communication Skills conducted by CIRC.
- IPCC cleared with distinction marks (ie 60 Plus) in four subject i.e. Business Law, Ethics and Communication, Advance Accounting, Audit and Assurance and Information Technology and Strategic Management.
- CA final also cleared with distinction marks in three subjects i.e. Financial Reporting, Strategic Financial Management, Advance Management Accounting.
- Prize winner of Essay Writing Competition and Debate Competition held in School
- Gargi Award win by me in 2007 for scoring 83 percentage of marks in Tenth Class.

PROFESSIONAL PROFILE

- A Qualified C.A with experience in Finance & Accounts, MIS, Auditing and Taxation.
- Demonstrated abilities in directing and completion of Statutory and Management audit assignments within stipulated time and cost budgets.
- A keen analyst with exceptional negotiation and relationship management skills and abilities in liaising with Government authorities for smooth business operations.
- Abilities in handling processes / operations in the field of preparation of financial statements, reconciliations and client deliverables.

CORE COMPETENCY

Auditing Functions

- Managing the complete planning and management activities for ensuring completion of statutory audits as per the predefined norms of the industry.
- Evaluating internal control systems / procedures of Clients, preparing audit reports with a view to highlight shortcomings and implement necessary recommendations.

Taxation

- Computation of assessable income with adherence to the Income Tax Act.
- Preparation & filling of Income Tax, VAT, GST & ROC Returns.
- Preparation & handling of Scrutiny, Appeal cases and online Rectifications.
- Checking compliance of TDS requirements, preparation and filling of E-TDS return, online correction in TDS return & obtaining online TDS Certificates.

Reporting / MIS

- Gathering information and conducting analysis before the preparation of the reports.
- Preparation of various financial reports using Microsoft Excel to display the financial status.

CHARTERED ACCOUNTANTS FIRM EXPERIENCE

1) Working with R. K. Malpani & Co., Chartered Accountants as a Audit Assistant from May 2016 to March 2018 and from April'18 onwards joined and working as a Partner.

Key Tasks Handled

- Secretarial Works – Annual Filing of Companies accounts and return, Procedure for appointment and removal of director in a company, Procedure for Increase in Authorized Share Capital and issue of Shares, Drafting of all kind of resolution, Procedure for change in Registered office of the companies, DIN applications, Incorporation of Companies & Limited Liabilities Partnership Firm and various ROC(Registrar of Companies) work.
- Taxation Work - Compliance of TDS Provisions and ETDS Return filing and rectification thereof, All kind of Income Tax Work and Return filing, Sales Tax Compliance and filing of VAT Returns, GST Compliance and filing of GST Returns, Working of Advance tax and tax planning.
- Auditing Work – Statutory Audits and Tax Audits of Companies. Tax Audit of Individuals, Firms and various organisations and also handled Vat Audit under MVAT Act. Preparation and finalization of financial statements of various companies, firms and organisations.
- Audit of Branch & Divisional Office of New India Assurance Co. Ltd. – Audit that includes checking of insurance claims with various norms of the insurance company, and working of commission given along with verification of TDS deducted and all other statutory compliance at the time of audit.
- Audit of Branch & Divisional Office of National Insurance Co. Ltd. – Audit that includes checking of insurance claims with various norms of the insurance company, and working of commission given along with verification of TDS deducted and all other statutory compliance at the time of audit.
- GST Work : Filing of all type of GST return on monthly and quarterly basis & Preparing of E-way bills also. Also conduct GST Annual Return and Audit report in Form 9, 9A & 9C.
- Registration Work – Registration under various act like GST, P. Tax and shop & Establishment Act etc.

ARTICLESHIP TRAINING EXPERIENCE

1) 11 April 2011 to 10 April 2014 with Sunil Lunker & Associates(Chartered Accountant) as an article clerk.

Key Tasks Handled

- *Maintenance of books of accounts*
- *Preparation & Finalisation of financial statements as per Schedule VI of Companies Act, 1956 with proper application of Accounting Standards time to time issued by Institute of Chartered Accountants of India.*
- *Preparation and Compilation of Returns of various Entities.*
- *Routine Compliance of TDS matters, Income tax and Sales tax matters*
- *Tax audit and Statutory audit.*

ACADEMIC CREDENTIALS

▪ M. Com from M. D. S. University (Raj.)	2016	69.00%
▪ Graduate in Commerce from M. D. S. University (Raj.)	2012	66.00%
▪ Senior Secondary from Rajasthan Board	2009	77.00%
▪ Matriculation from Rajasthan Board	2007	83.00%

CANDIDATURE

Apart from academics my principle interest lies in sports, travelling and watching movies that help me to keep alive the instinct of winning along with building self- confidence and ability to work in a team.

COMPUTER PROFICIENCY

- MS Office i.e. Excel and Word
- Financial Packages and TALLY
- Internet, E-Mails

- E filing of Income Tax, Sales Tax, GST, TDS returns and ROC filing.

PERSONAL DETAILS

- Date of Birth : 8th October, 1991
- Nationality : Indian
- Father's Name : Rajendra Kumar Manihar
- Father's Profession : Accountant
- Languages : English, Hindi and Marwari
- Permanent Address : 135, Adarsh Nagar, Pali – Marwar (Rajasthan), Pin – 306 401.
- Current Address : 202,Pushp Vinod 15,A Wing Besides Korakendra Ground -2,Haridas Nagar ,Borivali (W)-400092
- Present Location : Mumbai
- Current Working as Contract Or permanent employee : Permanent employee working as a Partner
- Current Firm : M/s R. K. Malpani & Co.
- Relevant Exp : 3 years & 8 Months
- Current Salary : 8.4 Lacs
- Expected Salary : 10 Lacs to 12 Lacs(Negotiable)
- Notice Period : 1 Months