

PRACHI ASHISH MEHTA

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Gomant Nagar, Dahisar West, Mumbai.

CAREER OBJECTIVE

To secure a promising position that offers both, a challenge and a good opportunity for growth & knowledge in the field with dual purpose of self and enterprise's growth.

WORK EXPERIENCE

ASSISTANCE MANAGER-ASSURANCE: M.M. Nissim & Co., Mumbai. (March, 2020- Present.)

- Assisted in Special Audit Assignment by Directory of Telecom in Telecommunication Sector. (Vodafone Idea Private Limited)

ARTICLE ASSISTANT: Pravin Chandak & Associates, Mumbai. (February, 2015- July, 2018)

Key Assignments handled:

❖ AUDIT:

I. Internal Financial Control (IFC) Audit:

- Understanding the process flow of relative areas and preparing flowcharts
- Identifying risks and examining adequacy of controls to mitigate them
- Detecting process gaps and quantifying implications
- Preparation of risk control matrix
- Areas covered: Revenue, Investments, HR, Compliance and Fixed Assets.

II. Operations and Finance Audit in Credit Rating Agency:

- Coordination with client management regarding audit requirements and queries and getting them sorted.
- Assistance and Preparation of SOP's for internal operations of the client.
- Examination and inspection of adherence to procedures followed by analysts in assigning ratings, as set by government authorities.
- Scrutinizing and checking financial entries journalised and posted in proper accounting heads maintained by client in ORACLE software.
- Preparation of reports observations as per statutory requirements.

III. Depository (DP) and stockbrokers overall audit:

- KYC requirements by DP.
- Deliveries of stocks and payments to clients as per contract notes.
- Verification of payments to clearing houses and exchange of various payments and other communications.
- Preparing periodic reports (quarterly, half yearly) as per CDSL requirements.

❖ **Tax:**

- Preparation of Computation of Income of Individuals
- Rectifying their books of accounts and filing Income tax Returns
- Filing of TDS Returns for various companies
- Tax Audit of Proprietary and companies
- Verification and calculation of Advance tax for clients of an Advisory.

PROFESSIONAL & ACADEMIC QUALIFICATION

- Chartered Accountancy from Institute of Chartered Accountants of India(ICAI) in November, 2019.
- Bachelor of Commerce (B.com) from Nagindas Khandawala College affiliated with Mumbai University in March, 2016.

SKILLS AND ATTRIBUTES

- Self-confident and positive attitude,
- Leadership skills and a team player,
- Commitment to work and quick learner.

ADDITIONAL DETAILS

Computer Proficiency: Working Experience of MS office (Excel, Word, PowerPoint), Tally ERP and worked with clients having Oracle as their accounting software.

Languages known: English, Hindi, Gujarati.

Date of Birth: 16th December, 1995.