

Mansi Parikh

Tel: 0091-9930219989 / 8928651191

Email: mansiparikh321@gmail.com

Date of Birth: 29th January, 1991

Address: 102, Parth Residency, Pushpapark, Daftary Road, Malad East, Mumbai - 400097.

Job Objective

Urge to seek assignments with an esteemed organization that deals works with collaborative, effectiveness and ingenious approach, enabling me to obtain a position that leverages the progressive experience, skills & gives an opportunity to learn, contribute and grow along with the organization.

Professional Synopsis

A result oriented experienced candidate with a forte in identifying problems and providing workable solutions. Possesses excellent multi-tasking abilities, priority setting skills, analytical skills and business acumen - analyzing risk. Good understanding and analysis of financial statements, audit reports and making of MIS and score cards.

Professional Experience: - 6 Years

1. KHIMJI KUNVERJI & Co. LLP (Present)

Profile: - Audit Assistant

I have assisted in audit assignments for following clients:

Concurrent Audit of Investment Functions of Insurance Company (Kotak Life Insurance Company (NAV Calculation and Monitoring and Confirmation)

Internal Audit of Gujarat Co-Operative Milk Marketing Federation Ltd. (AMUL)

2. ATLAS DOCUMENTARY FACILITATORS COMPANY PVT LTD. / HDB FINANCIAL SERVICES LTD. (3.5 Years)

Profile: - Semi Senior Officer (HDFC Bank)

The job profile at HDFC was to audit sales quality, performed by the sales team also review PAN India credit card related complaints raised through phone banking, CRM and Mail and Merchant Acquiring related complaints. Preparing reports and analyzing of MIS for the list of queries and complaints raised for a particular period. Preparing and Maintaining MIS, Audit Reports and Score cards, etc.

3. SATYENDRA VEPARI & CO. (2.5 Years)

Profile: - Audit Assistant

I have assisted in audit assignments for multiple Accounting segments:

- Assisted in Vouching
- Assisted in Verification
- Finalized Accounts
- Created Statements of Accounts
- Account Consolidation, Finalization of Ledger Accounts
- Statement of Income, Income Tax, Income Tax Returns, and many more.

List of Domains:

- Medical Institutions
- Educational Institutions
- Trusts And Societies

Professional Achievements

- Received certificate of appreciation for exceptional performance for a particular quarter. (HDFC Bank).
- Scored T1 Rating for exceptional performance for a particular financial year.

IT Skills

Microsoft Office – Word / PowerPoint / Excel
Tally version ERP 9

Academic Credentials**SSC****2005/2006**

Passed with First Class

HSC**2007/2008**

Passed with First Class

UNIVERSITY OF MUMBAI; MUMBAI:**Bachelor of Commerce****2010/2011**

Financial Accounts

Cost Accounts

Management Accounts

Audit

Direct And Indirect Taxation

Master of Commerce**2013/2014**

Advance Financial Accounts

Advance Cost Accounts

Strategic Management

Economics.

Direct and Indirect Taxation

Research Methodology

Other Course**Completed Certificate Course in Business Accounting and Taxation from EduPristine 2018**

- Business Accounting
- Income Tax
- GST
- SAP FI Business Process End User Course
- Quickbooks

Other Skills

Certified Master Reiki Practitioner in the Usui System of Reiki

Received below Certificates:

First Degree Reiki

Second Degree Reiki

First Degree Crystals Reiki

3A Degree that is Master Degree Reiki

Hobbies

Dancing, Painting, Crafts, Singing and Listening to Music.