

**CA PRIYA**

Contact No.:- +91 78891-59041

E-Mail ID:- priyamehta9393@gmail.com

Dear Sir/Madam,

Having regard to the reputation of your esteemed organization in terms of grooming young professionals, vigorous work culture and brilliant future prospectus, I would like to be part of energetic and enthusiastic team of your organization.

Profile at a glance:

I take this opportunity to introduce myself as a Chartered Accountant having three years of article ship exposure in the area of Statutory Audit, Tax Audit, Accounting and Taxation work as an individual & Team Member across various industries and sectors. After that along with my education worked as an accountant of various firms to keep myself updated. I also have experience of approximately six months in the field of Banking.

I am an avid believer in growth and development, both in knowledge of one's interests and passion and in assistance of helping others to grow. I wish to nurture my knowledge and that of others, as well as assist in aiding the growth of organization and grow with the organization.

I am looking forward to meet you in person, so that I can discuss with you more about this Chartered Accountant position, and what assets I would bring your firm, if hired. Please use the above contact information to contact me, after you have read through this cover letter and resume. Thanks so much for your time and consideration.

Yours Sincerely,

PRIYA

Encl: Copy of Resume

# CA PRIYA

Contact No. :7889159041

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## **CAREER OBJECTIVE**

Seeking a challenging role in Audit, Finance or Indirect Taxation where i can utilize my accounting and analytical skills to deliver high-quality services to clients. My aim is to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## **EDUCATIONAL QUALIFICATION**

COURSE	YEAR	INSTITUTE	MARKS
CA Final	May-2023	The Institute of Chartered Accountants of India	441/800(55.13%)
CA Intermediate	May-2015	The Institute of Chartered Accountants of India	361/700(51.57%)
CPT	Nov-2010	The Institute of Chartered Accountants of India	102/200(51.00%)
B.Com	2013	Punjabi University	1205/2000(60.25%)
Senior Secondary	2010	Punjab School Education Board	331/450(73.56%)
Secondary	2008	Punjab School Education Board	638/850(75.06%)

## **WORK EXPERIENCE**

**a) Worked as Relationship Manager-Trainee in HDFC Bank Ltd. under Business Banking Group from 12/07/2022 to 27/12/2022.**

My job involves:-

- Proactively seeking new clients for the bank and maintaining strong relationships with clients to build trust. My trade of field involves issue of Working Capital facilities such as Cash Credit Limits, Term Loans, Bank Guarantees, Overdraft Limits and their renewals also.
- An RM is responsible for execution of end to end set processes such as financial analysis and documentation etc.
- Managing client's investment portfolios to ensure financial success.

**b)Worked as an Accountant from June,2016 to March, 2022.**

- Worked as an Accountant of various firms from which one is General Store and a few firms having wholesale clothing business.
- Collaborated with a CA firm where my work involves Accounting, Tax Audits and other day to day matters and also involved in filing income tax returns.
- Drive and implement changes required to indirect tax compliance processes as a result of changes to indirect tax legislation.
- Implementation support to clients on GST projects, undertake GST impact analysis and managed end-to end compliances under GST.
- GST registration and end-to-end process of filing GST returns.

**c)Article Assistant at Garg Ravinder & Co. from 05/04/2013 to 04/04/2016.**

My training involves:-

- Book Keeping and filing of Income Tax Returns, Sales Tax Return, ROC Filing, Preparation of Balance Sheets and Audit Reports.
- I have done Tax Audits & Statutory Audit of various clients. Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation, designing internal control systems and facilitating effective decision-making.
- Observe and apply audit strategies, programs and procedures for specific audit assignments. Audits and evaluates the overall condition of a variety of financial, control, and operations systems.
- I possess great knowledge of Advance Tax, Tax Compliances and Tax Deductions.
- To assist Chartered Accountant in performing each & every work relating to our profession.

**TECHNICAL & IT SKILLS**

- Completed mandatory Advanced ITT Course conducted by ICAI.
- Basic knowledge of MS-Word, MS-Power Point, MS-Access, Tally ERP, Busy Win and Windows.
- Good hands on MS-Excel and application of important formulas over spreadsheet.

**SOFT SKILLS**

- Completed mandatory Advanced MCS conducted by ICAI.
- Possess strong management & communication skills, self confident and hard worker.
- Teamwork, practical and problem-solving attitude, always keen to learn and adapt positive changes.

**ACHIEVEMENTS**

- CA Final passed with distinction in Indirect Tax, Financial Reporting, Economic Laws and Direct Tax.
- IPCE passed with distinction in Accounting and Advanced Accounting.