



## • Contact

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# Trusha Trivedi

Chief Accountant / Internal Auditor

Decisive Financial personal driven to provide cost-effective and accurate accounting oversight more than 10 years in Business Industry and Education Sector. Directing accounting systems for diverse business groups. Advanced understanding of industry standards and accounting laws. Analytical and problem-solving skills with commanding experience in multiple Professional Softwares.


## • Skills & Software

Tally 


MS Office 


EBIZ 

ERP/SAP 

Planning and  
Coordination 

Teambuilding 

Decision-Making 

Interpersonal  
Communication 

## • Languages

English, Hindi, Gujarati  


## • Marital Status - Married

## • Work History

2013-08 - **Chief Financial Officer/ Internal Auditor**  
2020-08 **DPS INTERNATIONAL GHANA**

TEMA, ACCRA, GHANA, West Africa

- Analyzed operational issues and implemented corrective action to maximize profits.
- Prepared accurate financial statements at end of quarter to summarize financial health and performance of business.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success and Assisted team members in transitioning to new system through extensive training.
- Tracked cash flow and financial planning to analyze company's financial strengths and weaknesses and propose strategic directions.

2013-08 - **Chief Accountant / Internal Auditor**  
2016-12 **B5 PLUS LIMITED, GHANA, WEST AFRICA**

TEMA, ACCRA, GHANA, West Africa

- Expedited payroll and invoicing by streamlining billing systems.
- Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
- Partnered with auditors to track errors and add contributions to maintain accuracy.
- Analyzed financial audit information and made recommendations to improve efficiencies.

- 2013-02 - **Accounts and Finance Manager**  
2013-06 **KANERIA TILES LTD**  
DAHEJ, GUJARAT, INDIA
- Maintaining Stock level, reconciling and reporting on accounting activities.
  - Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction.
  - Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.

- 2012-05 - **Accountant / VAT Auditor**  
2013-01 **SUNIL J PARIKH & Co.**  
VADODARA, GUJARAT, INDIA
- Gathered financial information, prepared documents and closed books.
  - Reconciled accounts and reviewed expense data, net worth and assets.
  - Used advanced software to prepare documents, reports and presentations on VAT Auditing

## • Articleship

- 2008-2012 • CA Vinesh Mehta & Co.  
Vadodara. INDIA  
Majored in Articleship:
- Types of Accounting
  - Taxation Matters
  - Auditing
  - Information Technology

## • Education

- 2009-04 - **Master of Commerce**  
2011-04 The Maharaja Sayajirao University of Baroda, INDIA
- Majored in Banking and Insurance
- 2006-08 - **Bachelor of Commerce**  
2009-03 The Maharaja Sayajirao University of Baroda, INDIA
- Majored in Accounting and Finance

## • Professional Qualifications

2011-11	<b>Chartered Accountant (Inter)</b> ICAI - The Institute of Chartered Accountants of India
2012-04	<b>Accounting Technician Course (ATC)</b> ICAI - The Institute of Chartered Accountants of India
2008-11	<b>Chartered Accountant (Foundation)</b> ICAI - The Institute of Chartered Accountants of India

## • Certifications

2012-11	General Management and Communication Skill Course (GMCS)
2009-05	100 Hours of computer (IT) training from ICAI

## • Accomplishments

- Supervised and developed strong and enthusiastic team of 15 staff members with two assistants.
- Used Microsoft Excel to develop Inventory tracking spreadsheets.
- Achieved Outstanding Errorless System by introducing Tally for 'School Financial System'.

## • Interests

Investments (Foreign Exchange Management), Travelling, Sports and Entertainment, Cultural Meet & Dance

## • References

**Mr. N.V.V. Chalapathi Rao**  
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