



Pallavi Verma

Senior Audit Assistant

Audit Assistant having knowledge of corporate accounting, taxation, auditing and financial reporting with excellent organizational & communication skills. Proficient individual with proven ability to provide client satisfactory services in relation to corporate compliances



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Manama, Bahrain.

SKILLS

Financial control and analysis

Financial accounting & budgeting

Risk advisory, taxation and audit

Relationship Building

Communication Skills

MS Office Skills

Business Development Skills

LANGUAGES

English

Hindi

NATIONALITY

Indian

WORK EXPERIENCE

Senior Audit Assistant

Gupta Satyam & Associates

01/2021 – 08/2021

Achievements/Tasks:

- Investigating and Rectification of any financial discrepancies of the firm.
- Prepare financial statements including monthly Bank reconciliation statements.
- Recommendation to Junior staff on audit plan
- Develop and maintain strong relationship with clients through ongoing communication and exceptional service
- Advisory on tax matters to ensure performance of tax-planning, client interaction and special projects

Senior Audit Assistant

Mridul Krishna & Co.

01/2015 – 12/2020

Achievements/Tasks:

- Transaction audit, Taxation audit, Stock audit, Internal Audit, Concurrent audit and compatible advisory
- Providing accounting & financial control review services to corporates
- Indian Accounting Standard Knowledge
- Budget forecast, Project costing expertise for Indian entities
- Statutory compliance reviews of Indian corporates
- Liaising with various banks including bank reconciliation, loan & interest reconciliation
- Handling Direct and Indirect Taxation for various corporate & individual clients

Key clients handled:

ITC Ltd. (ABD Division)	Care India
Vijaya Bank	Cantonment Board
Bank of India	Vatsalya

RESPONSIBILITIES:

- Review and streamline inefficient accounting work procedure
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports
- Investigation and resolve discrepancies in monthly bank reconciliation(s)
- Preparing financial budgeting reports for Indian entities
- Preparing statutory returns as per accounting deadlines
- Liaising with various banks for financial transactions & accounts reconciliations
- Performed accounts receivable & payable functions for different sectors
- Design and prepare monthly management information reports under tight deadlines
- Review of Fixed asset register for various companies
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Contribute to a strong client relationship through positive interactions with client personnel
- Document financial transactions by entering account information
- Substantiate financial transactions by auditing documents

PROFESSIONAL JOURNEY

- Worked as **ICAI-Management Trainee** in **Eldeco Housing & Industries Limited** from *01/2011 to 01/2012*
- Worked as **ICAI-Trainee** in **Central Excise & Service Tax** from *11/2010 to 30/2010*

EDUCATION / CERTIFICATION

- Qualified **Diploma in IFRS** from **Association of Certified Chartered Accountants (ACCA)** in **June 2022**
- **Pursuing ICAI final** from Institute of Cost Accountants of India (Results Awaited)
- **Certification** in '*Computer practical training*' from Institute of Cost Accountants of India-Lucknow Chapter (2009-2010)
- **B.Com** from Lucknow University, India (2010)

SOFTWARE SKILLS

- *RAMCO (SAP)*
- *Tally ERP 9*
- *SPECTRUM*
- *GENIUS*

AWARD

- *Incentive rewards received from Eldeco Housing & Industries Limited (07/2011; 10/2011)*