**CURRICULUM VITAE**

** GARVITA SHRIVASTAVA**

**[Chartered Accountant, MBA (Finance)]**

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**Highly dedicated Finance professional with 7 plus years of post qualification experience in diversified sectors such as Banking, Contracting, Construction business. I have a proven track record in ERP system and process implementation. Having excellent analytical, communication and interpersonal skills with ability to interact with individuals at all levels along with the rich experience in varied functional abilities** **makes me suitable for any managerial post.**

**OBJECTIVE**

To work with dedication and contribute fruitfully to a value driven organization that will provide me challenging goals and an environment to learn new skills to enhance the company’s productivity and reputation.

**Work Experience:**

**Ahmed Mansoor Al- A’ali Co. BSC (C) Since December 2017**

## Designation: Senior Account Manager Department: Finance & Accounts

## Roles and Responsibilities:

* Reporting to the Group Financial Controller and handling a team involved in accounting and maintaining of corporate books of account of the entity.
* Involved in preparation of VAT return and compliance with Bahrain VAT law for the group.
* Processing monthly payroll for the group.
* Involved in preparation of accounting policies for the group including IFRS 9 and IFRS 15.
* Responsible for formulating and implementing Corporate Governance Code 2018 in the group.
* Primary job responsibilities include finalization of corporate books of accounts in Microsoft Dynamics AX ERP system. Compilation, analysis and reviewing financial information.
* Involved in User Acceptance Testing (UAT) and sign off as key user of Corporate Accounting during implementation of Microsoft Dynamics AX ERP in the organization. Involved in training of team members, identifying additional customization requirements.
* Responsible for parallel run of books of account in Peachtree system as well as Microsoft Dynamics AX ERP system, while reviewing accuracy of data migration from old system to new system and test the output from new system.
* Liaise with bank relationship managers of the group and other bank personnel as primary point of contact for facilities such as LCs, guarantees etc and other daily treasury matters.
* Liasioning with Bank and entering into various cash management tools such as LC Refinance, Discounting of postdated cheques, entering into forward contract, hedging etc.
* Managing company cashflows and liquidity and reporting thereof.
* Preparation of monthly MIS reports of the corporate entity along with assisting in group consolidation of 14 group companies & review of financial statement of the group companies.
* Accounting for group level intercompany adjustments, reconciliations and closing accounting entries on a monthly basis.
* Monthly preparation of Bank Facilities overview highlighting their utilization and available balance for the review of top management.
* Monitoring & reporting cash forecasts, financial commitments and obligations for the group.
* Interact with internal and external auditors in the course of audits as primary point of contact.

**Axis Bank Ltd, Corporate Office, Mumbai February 2014 to April 2017**

## Designation: Deputy Manager Department: Finance & Accounts

**Profile: Financial Reporting**

## Roles and Responsibilities:

* Compiling, validating of financial information and timely reporting them in prescribed returns to various regulators such as BASEL, CRILC, RBI etc. [DSB IV return (RAQ) in old as well as in XBRL format].
* Preparing various Balance Sheet Schedules, RBI returns, Internal MIS / Presentations for the department.
* Handling queries pertaining to statutory auditors, RBI auditors, branches and other departments.
* Compiling and providing various information to the Committee of Directors (COD).
* - Processing various Finacle generated reports and arriving at the Probable Non Performing Assets (NPA) during the quarter and finalizing quarter end Non Performing Assets (NPA) and provision numbers.
* Monitoring Recovery and write off in existing Non Performing Asset (NPA) accounts.
* Reply to all mails/ queries emanating from respective branches on debit freeze marked on NPA accounts and/ or regularizing the NPA account.

## Projects:

Taking lead in various projects involving Process Documentation (SOX compliance), System Automation and Improvement which involved Co-ordinating with IT team for automation of various processes in Banking system such as:

* Completely automated the computation of Dimunition in Fair Value of Restructured Accounts through CRisMac system single handedly and did extensive User Acceptance Testing (UAT) for two quarters, and after successfully conducting parallel run implemented the automated system in Bank.
* Responsible for getting DSB IV return completely automated through ADF support system as required by Reserve Bank of India (RBI) and validation of system reports (UAT).
* Ensuring updation of security value in CrisMac System so as to automate asset classification based on erosion in value of security as required by RBI.

**Ravindra Rathi & Co. June 2012 till July 2013**

## Designation: Audit Assistant

## Roles and Responsibilities:

* Providing Consultancy services to clients.
* Prepared direct & indirect tax calculations for various firms and companies and thereby advised the clients on Tax optimizing strategies confining to tax avoidance and not tax evasion.
* Handled client relationship, gained exposure in practical applications of various standards and interpretations of Accounting Standards and advised the client on the best practices of the Accounting Standards.
* Preparation of Project Reports seeking Cash Credit Limit from Banks, Subsidy from Government etc.
* Conversant with preparation and e-filing procedure of Income Tax Returns.
* Accounting of financial statements in compliance with accounting standards and other relevant applicable statutory laws.
* Efficiently handled the audits of various entities and implemented a well-designed operation management to ensure smooth working of the employees, while arranging motivational sessions and stress relief sessions.

**ARTICLESHIP**

**Company: RAVINDRA RATHI & Co.**

**Duration: 3.5 years (30/4/2007 TO 29/10/2010)**

**Major Clients Handled:-**

* KEC International Ltd
* Narmada Jacksons’ Hotels,
* Sigma Software Solutions Pvt. Ltd.
* State Bank of India
* Central Bank of India
* Allahabad Bank
* Union Bank Of India

**Responsibilities Included:-**

* Extensive experience in various spheres of Internal Audit, Statutory Audit, Tax Audit, Closing of Financial Accounts, Consultancy in respect of Accounting Standards, Team Management and Financial Analysis.
* Involved in the preparation and finalization of P&L, Balance Sheet
* Worked as a team member in Statutory Audit of State Bank of India and Central Bank of India
* Conducted Concurrent Audit of various branches of Allahabad Bank and Union Bank Of India single handedly
* Prepared Project Report and CMA Report for various companies for the purpose of bank finance.
* Preparing & maintenance of statutory books of accounts and reconciliation of financial statements.
* Filing of tax returns for TDS, Income Tax, and Service Tax and compliance with statutory Tax Acts.
* Handled Tax Audit of various companies.
* Service Tax computation, return filing and working on Cenvat Credit.
* Preparation of Income Tax computation of Individuals, Firms and Companies

# EDUCATIONAL CREDENTIALS

1. **PROFESSIONAL QUALIFICATION:-**

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| --- | --- | --- |
| **QUALIFICATION** | **INSTITUTE** | **YEAR** |
| Chartered Accountancy (C.A.)  | Institute of Chartered Accountants of India (ICAI) | May 2013 |
| M.B.A. (Finance) | IGNOU | JUNE 2012 |
| P.G. Diploma in Financial Management (PGDFM) | IGNOU | JUNE 2012 |
| P.G. Diploma in Management (PGDIM) | IGNOU | JUNE 2012 |
| Diploma in Management (DIM) | IGNOU | December 2010 |

**II. OTHER QUALIFICATION:-**

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| **QUALIFICATION** | **UNIVERSITY** | **YEAR** |
| P.G. Diploma in Yoga | Rani Durgavati Vishwavidyalaya Jabalpur | 2013 |

**III. ACADEMIC QUALIFICATION: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **SCHOOL/ COLLEGE** | **BOARD/ UNIVERSITY** | **YEAR** |
| Bachelor of Commerce (Taxation) | G.S. College of Commerce and Economics Jabalpur  | Rani Durgavati Vishwavidyalaya Jabalpur  | 2008-09 |

**IV. COMPUTER PROFICIENCY**

* Knowledge of ERP system- Microsoft Dynamics AX, Peachtree system and banking software Finacle.
* Passed the Tally Financial Accounting Certification and is recognised as a Tally Certified Professional
* Expert in Microsoft Office.

### Credentials

* Involved in User Acceptance Testing (UAT) and sign off as key user of Corporate Accounting during implementation of Microsoft Dynamics AX ERP implementation in Ahmed Mansoor Al- A’aali.
* Automated various system in Axis Bank and conducted extensive user acceptance testing, parallel run of system for its successful implementation in Bank.
* Passed COMMON PROFICIENCY TEST conducted by ICAI with DISTINCTION marks.
* Presented a paper on the topic “NEED FOR IMPOSITION OF INCOME TAX ON AGRICULTURAL INCOME” in a seminar conducted by the Department of Tax Procedure & Practice of G.S. College of Commerce & Economics, Jabalpur.
* Secured 94%, 80%, 81% marks in Accountancy, Economics and English Core respectively in XII Std, CBSE Board

**Extra-Curricular Awards/Achievements**

* Elected as Executive Committee Member in BCICAI.
* Adjudged as Best Speaker in International Speech contest in speech-craft program organized by ICAB Toastmasters Club Bahrain in association with BCICAI.
* Participated in Nationwide Cancer Control Programme.
* Won first prize in various competitions held at CA SPARK YOUTH FEST organized by CIRC of ICAI.

**Personal Information**

* **Father’s Name :** Shri Kamlesh Kumar Shrivastava
* **Mother’s Name :**  Dr. Kamalini Shrivastava
* **D.O.B. :** 09th May 1988
* **Gender :** Female
* **Languages Known :**Hindi & English
* **Marital Status** **:** Married
* **Hobbies :** Sketching, social work etc.

**My strength may be marked with three words:-**

\* Integrity

\* Innovation

\* Initiative

These are the three mantras with which I work.

I will be pleased to provide REFERENCE if required by you.

 The information provided is true to the best of my knowledge.