

ARSHIYA KHATRI B'COM (Mumbai University), CA INTER (ICAI)

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Nationality Indian | Passport- Y4239946



Professional Summary

Detail oriented and organized accounting professional with strong academic foundation and over more than 5 years of experience in establishing best accounting practices. Problem-solving and compliant tax accountant with experience in assisting individuals with tax filings and returns. Proven track record of handling 10+ clients in bookkeeping, account reconciliations, streamlining accounts, auditing, and taxation.

Core Skills

Financial statements | IFRS | Auditing | Corporate Tax | VAT | Bank Reconciliation | Accounts Payable | Accounts Receivable | Tally Prime | Odoo | Xero | Zoho | MS Office

Education

CA Inter (Partly qualified Chartered Accountant)

Institute of Chartered Accountants of India | May 2018 (52%)

BCom (Accounts & Finance)

University of Mumbai | March 2009 – March 2012 | (85%)

Experience

Acuvat Auditing

Accountant and Audit Executive | Dubai | April 2023 – May 2024

- Manage day-to-day accounting operations, including accounts payable and receivable, bank reconciliations, and petty cash transactions
- Prepare financial statements and reports including income statements, balance sheets and statements of cash flows in accordance with accounting policies and IFRS
- Responsible for reconciling bank statements and vendor statements every month and addressing discrepancies promptly
- Maintain accurate financial records and ensure compliance with company policies and regulations.
- Handling accounts payables and account receivables to ensure payments and collections on time
- Handle 10+ accounting clients per month in different software including **Tally, Zoho, Xero, Odoo, Quick books** and submit them monthly reports
- Assist in ensuring compliance with VAT regulations, and work alongside for timely calculation of VAT and filing of returns.
- Assist in maintaining audit schedules and performing financial audits to assess compliance with local laws
- Preparing and finalizing the financial statements for all the audit assignments.
- Assist clients with general queries and better presentation of financial statements and upcoming tax laws
- Conducting interviews to hire new staff and increase the strength of the operations team
- Initiate the VAT and corporate tax registration for clients
- Conduct training sessions for corporate tax to enhance the knowledge of the team

Mobile Bazaar

Accountant | Mumbai | October 2021 – July 2022

- Managed full-cycle accounting processes, including accounts payable, accounts receivable, payroll, and general ledger entries
- Monitoring the bank account and ensuring daily reconciliation of all receipts and payments
- Managed colleagues, workloads, and deadlines
- Managed petty cash accounts and ensured the completeness of supporting documentation
- Performed stock checking on weekly basis and submitted the report to senior management

Self Employed

Entrepreneur-Tax consultant | Mumbai | June 2019 – July 2021

- Advised clients on completing tax forms according to tax rules, including which deductions and credits they could take to save money
- Researched the tax code to assist in preparing a typical return to ensure compliance
- Educated clients on actions to take to make tax preparation a more efficient process and reduce the risk of late filing

HAY and Associates

Article Assistant | Mumbai | June 2015 – November 2017

- Prepared accounts for the clients and handled their day-to-day operations
- Organized and maintained financial records, tax preparation, and periodic inspection of accounting books and practices
- Filed income tax returns for individuals and companies
- Assisted clients with the intimations and sent the replies for the tax related issues
- Conducted external audit of companies

Y.S Prasade & Co.

Article Assistant | Mumbai | October 2014 – May 2015

- Performed bank audit for 4+ branches and preparing monthly/quarterly audit reports of bank as per the requirement
- Conducted physical verification of bank assets quarterly
- Performed KYC audit of banks

Expertise

Accounting System Expertise

Tally Prime | Quick Books | Zoho Books | Xero | Odoo

Microsoft Suit Expertise

Word | PowerPoint | Excel | Outlook

Languages

English- Fluent | Hindi- Fluent | Urdu- Fluent