

SHIVANI PARMAR

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SKILLS

Microsoft Excel

Advanced



Microsoft Powerpoint

Intermediate



Tally ERP 9 + GST

Intermediate



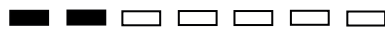
Microsoft Word

Intermediate



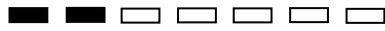
Microsoft Power BI

Basic



Corel Draw X6

Basic



SOFT SKILLS

Interpersonal skills

Communication

Leadership skills

Collaboration

Problem Solving

overcoming obstacles

Management skills

project management

EXTRA CURRICULAM

Practicing Capital Market

Securities Market

Digital Marketing Skills

Affiliate Marketing

SUMMARY

Eager to embark in a reputable organization for a career that combines my academic knowledge with practical experience in Finance and Corporate Governance while continuing to develop my skills as a Company Secretary. Dedicated and highly motivated M.Com graduate with a strong foundation in Finance, Accounting and Auditing.

WORK EXPERIENCE

P.M. Electro-Auto Pvt. Ltd.

(01/2021 - 03/2023)

Intern

- Prepared and filed Financial records, corporate tax returns and Statements ensuring compliance with federal and state tax laws.
- Conducted and managed Accounting and preparation of Financial Statements, ROC Compliance, Company Formation, Finance operation and Audit work.
- Proficiency in Income Tax E-Filing, MCA portal.
- Achieved a 15% reduction in tax liabilities through strategic tax planning.
- Managed company's portfolio, consistently meeting filing deadlines with 99% accuracy.

Investment Banking Analysis

(11/2020 - 12/2020)

Intern

- Conducted financial analysis for mergers and acquisitions, resulting in better cost synergies.
- Assisted in the preparation of pitch books and financial models for client presentations.
- Conducted and managed financial analysis, due diligence, deal execution, and client relationship management.
- Also contributed in revenue generation and cost savings by 20%.

Delaware c-corp & Flip

(08/2020 - 10/2020)

Freelance

- Led the end-to-end formation process of Delaware C-Corporations for a diverse clientele, ensuring compliance with regulations.
- Assisted clients in understanding the legal requirements and obligations associated with Delaware C-Corp & Flip, ensuring informed decision-making.
- Conducted thorough due diligence to ensure accurate and error-free filings, minimizing delays and potential legal complications.
- Achieved a 99% client satisfaction rate by delivering exceptional service and consistently exceeding clients' expectations.
- Successfully reduced the company's tax burden by 15% through strategic restructuring and capitalizing on Delaware's business-friendly regulations.

INTERESTS

Attending Annual General Meetings

Professional Development

Financial literacy

Upgrading self, Fintech,
Learning new Trends

Reading

Discipline and Dedication

Sports - Cricket, Badminton

Teamwork, Collaboration Skills

LANGUAGES

English

Fluent



Hindi

Native



Gujarati

Native



Sanskrit

Native



EDUCATION

The Institute of Company Secretaries of India

Pursuing Company Secretary - Executive Level

(03/2019 - Present)

University of Mumbai

Masters of Commerce - Advance Accounting, Finance
and Auditing

(08/2021 - 07/2023)

Veer Narmad South Gujarat University

Bachelor's of Commerce - Advance Accounting, Finance
and Auditing

(06/2018 - 05/2021)

CERTIFICATIONS

Company Secretary - Foundation

Institute of Company Secretaries of India

↪ www.icsi.edu

Excel Advance

Bizgurukul

↪ www.bizgurukul.com

Tally ERP 9 + GST

Databank Computer Education

Investment Banking

JP Morgan Chase & Co.

↪ www.theforage.com

ACHIEVEMENTS

- Achieved Award for Leading a Students Organization during Bachelor's studies for best Teamwork, organizational abilities and communication.
- Awarded for maintaining proper records and faultless Secretarial Auditing during Company Secretary Foundation Course.
- Achieved Award in Accounts and Finance sector during tenure with P.M. Electro - Auto Pvt. Ltd. and for maintaining proper Compliance of the company promptly.