

CURRICULUM VITAE

Anuradha Agrawal

Email : AgrawalAnuradha99@gmail.com

Mobile_: +91-8237164819

CAREER OBJECTIVE:

To become a successful professional in the field of Accountancy, Taxation, Company Secretary course by utilizing my knowledge, skills and abilities in the industry, organization that offer competitive environment a true profession to put in the acquired knowledge and gain exposure to upcoming technologies while being resourceful, innovative and flexible.

ACADEMIC QUALIFICATION:

Sr. No.	Qualification /Course	University/Board	Pursuing /Pursued	Percentage
1	S.S.C	Maharashtra State Board	Pursued	55%
2	H.S.C	Maharashtra State Board	Pursued	60.83%
3	B.com	Dr. BAMU University(MH)	Pursued	62.75%
4	M.com	Dr. BAMU University(MH)	Pursued	A Grade
5	DTL	Dr. BAMU University(MH)	Pursued	1st Division
6	Company Secretaryship Course (Final)	Institute of Company Secretaries of India	Pursuing	

WORK EXPERIENCE:

1. Working as a General Insurance Advisor since 2014 till date.
2. Have worked in Chartered Accountants firm and have an experience of 4+years in CA and CS filings and compliances.

PROFESSIONAL EXPERIENCE:

Lancesoft India Private Limited

(Client Side) BNY Mellon International Operations India Pvt Ltd, Pune (Jan 2023 to May 2023)

- Working as a Finance Analyst with Financial Reporting Process.
- Experience gained in Preparation of Financial Statements for Canada based AGF Client.
- Prepared Schedule of Investments, Quarterly Portfolio Disclosures, Financial Highlights, undertook MRFP and FS Proofing across 1, 2 and 3 level.
- Generation of Confluence Portal Reports, Monthly Fund Surveys, Preparation of Breakout Table and Analysis.
- MRFP French Proofing, BOD MRFP and FS Proofing.
- FS and MRFP Roll Forward Proofing for Canada based client Toronto Dominion.

CA Mohit A. Agrawal (Chartered Accountant) (April 2020 to November 2022)

Bank Audit (Statutory and Concurrent Audit), Incorporation of a Private Limited Company, Board and AGM Minutes, Annual Filings, any modification with respect to Auditor's Appointment, Resignation, Directors Appointment, Resignation and Other Filings and Compliances, GSTR-1, GSTR-3B (TAX POWER GST), GST Reconciliation.

Gaikwad Shah And Company (Chartered Accountants) (October 2018 to September 2019)

Accountancy, TDS Returns (WIN – ETDS), Income Tax Returns in (WINMAN Software), Tax Audit, Bank Audit (Internal Audit).

CS Madhukumar Ghatiya (January 2018 to September 2018)

Incorporation of a Private Limited Company, Trust Audit, Board and AGM Minutes, any modification with respect to Auditors Appointment, Resignation, Directors Appointment, Resignation and Other Filings and Compliances.

COMPUTER PROFICIENCY:

Completed Diploma in Software with grade A+ scoring 80%.

STRENGTH:

Professional Skills:

Presentation skill, Analytical and Problem-solving skills.

Behavioral Attributes:

Clear Values and Positive Attitude, Co-operative and Adaptable.

PERSONAL DETAILS:

Name	: Anuradha Rajesh Agrawal
Date of Birth	: 10/06/1991.
Marital Status	: Unmarried.
Nationality	: Indian.
Languages Known	: English, Hindi and Marathi.
Hobbies	: Reading Inspirational and Knowledgeful Books, learning the things which adds on to my knowledge in relation to my career and profession, travelling, and listening music.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Date :

Place : Pune

Anuradha R. Agrawal