

Kalyani Kaliya (CA Finalist)

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CAREER OBJECTIVE

Aspiring Chartered Accountant seeking an articleship position to gain comprehensive exposure across diverse fields and domains. Eager to apply academic knowledge while developing practical skills in a dynamic environment. Committed to contributing to the firm's success while enhancing my professional and personal growth.

PROFICIENCY MATRIX & ARTICLESHIP EXPERIENCE

Articled Assistant, BDO India LLP, Pune (Risk and Advisory Services Domain)

February 2024 - Present

- Conducted internal audits across major processes for an entity in distribution business, including Procure to Pay (P2P), Inventory Management (IM), Order to Cash (O2C), and Hire to Retire (H2R), ensuring compliance with organizational policies and identifying areas for improvement.
 - Hire-to-Retire (H2R):** Conducted a comprehensive review of HR processes, encompassing recruitment, onboarding, attendance management, leave administration, payroll processing, and benefits management, to ensure compliance with HR policies and identify areas for improvement.
 - Procure to Pay (P2P)** - Reviewed the procurement lifecycle to ensure adherence to best practices, evaluating controls around vendor management, purchasing, goods receipt, and payment processing to minimize risks and enhance overall procurement performance.
 - Inventory Management (IM)** - Conducted a thorough review of inventory processes to optimize stock levels, detect slow-moving and obsolete items, and ensure precise valuation and secure inventory storage, ultimately reducing holding costs and boosting inventory rotation.
 - Order to Cash (O2C)** - Conducted a comprehensive review of the sales cycle to enhance revenue assurance and compliance, streamline sales order processing and invoicing, ensure accurate revenue recognition and reporting, and optimize cash flow management.
- Prepared and submitted detailed audit reports to management, highlighting audit findings, recommendations, and proposed corrective actions for process enhancements for all the above processes.
- Contributed in drafting of process walkthroughs, audit reports and assignment paper work.

PROFESSIONAL CREDNTIALS

Course	Year	Institution/University	Marks	Remarks
CA Intermediate	November 2023	ICAI	414/800 (52%)	Both groups cleared along with exemption in 2 subjects
CA Foundation	June 2022	ICAI	308/400 (77%)	Exemption in all 4 subjects.

ACADEMIC CREDNTIALS

Course	Year	Institution/University	Marks	Remarks
B. Com.	Pursuing 3 rd year	Savitribai Phule Pune University	May 2025 (expected)	
Higher Secondary Certificate (Class XII)	2021-2022	Pemraj Sarda College, Ahilyanagar- Maharashtra State Board	549/600 (91.50%)	Ranked in the top 5 among all the students in the college
Secondary School Certificate (Class X)	2019-2020	Sacred Heart Convent High School, Ahilyanagar- Maharashtra State Board	447/500 (89.40%)	

SKILLS AND INTERESTS

- Proficient in use of Windows, MS Office (Excel, PowerPoint, Word & Outlook)
- Possess strong communication skills and ability to manage client relationships, strategic planning & timely project delivery.
- Dedicated to regular fitness routine, passionate about yoga and spirituality.

CERTIFICATIONS & EXTRA CURRICULAR

- Completed a certification course in financial accounting, & focusing on use of Tally ERP software from Disha computer institute.
- Received a completion certificate in Digital Assurance and transparency Simulation through PwC's program on Forge.
- Completed the Commercial Banking Virtual Experience Program by JP morgan through Forge.
- Completed the Information Technology Training (IIT) and Orientation course (OC) mandated by ICAI.