

PARINITA BIYANI

Address - 401, Usha Residency, Adarsh Park Lane, Bhiwandi, Thane 421308

Mobile No – 8554819445 Mail Id - parinita.biyani@gmail.com

CAREER OBJECTIVE :

To Succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

WORK EXPERIENCE :

Management

- Managing Accounts Payable department and disbursement process (Expenses and Purchases both).
- Managing, scrutinizing and verifying accounting of expense, purchases, GST, and other book keeping details.
- Assisting and co-ordinating in finalization of accounts.
- Leading the Indirect taxation team from Implementation of GST system and other accounting setups in SAP.
- Preparation and reporting of MIS reports to management.
- Daily monitoring of accounts receivable and reporting of the same to management.
- Financial Planning assistance to clients.

Banking in Private Limited Companies

- Verifying and approving disbursement of payment to expense and purchase vendors.
- Daily monitoring of OD accounts.
- Daily monitoring of current accounts for maintaining minimum balance and transfer the surplus to OD accounts.
- Dealing with bank officials for renewal and maintenance of OD and CC accounts.

Audit

- Assistance in process making, drafting and conducting of internal audit program.
- Recording and implementation of the new processes.
- Income Tax Audit for Individual, Private Limited companies, Trust, Partnership Firms.
- GST Audit for individuals.
- Establishing Internal controls in lieu with the terms of the management.
- Facilitating bank officials to conduct stock audit.

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Statutory & Tax

➤ **Filing of**

- Income Tax Returns
 - TDS Returns
 - PT Returns
 - GST returns
 - ROC forms
- Applying and obtaining trademark registration.
- Drafting, implementing process and monitoring Statutory compliances.
- Assisted in TDS Prosecution Order.
- Handled Income Tax & VAT Scrutiny.
- Handled GST notices.

ERP Implementation

- Leading the Indirect taxation team from Implementation of GST system and other accounting setups in SAP.
- Preparing user documents for a new process in SAP/Oracle.
- Conducting training session for new process in SAP/Oracle.
- Co-ordinating with technical team and the financial expert team for transition of oracle based accounting to SAP based accounting.

Seminars, Sessions and other activities

- Conducting Technical seminars on GST, Accounts and Internal Audit Process.
- Presentations on GST roadmap in Annual Conference.
- Conducting Motivational Sessions for the company employees in annual conference.
- Hosted various Meets for the company.
- An active member of core committee of the company.

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JOB DETAILS :

No.	Name of Organization	Designation	Period
1	Biyani & Associates	Proprietor	19 th January 2019 to Present
2	Vashi Electricals Private Limited	Accounts and Finance Manager	13 th February 2017 to 31 st December 2018
3	TCS	Functional Consultant	17 th May 2016 to 6 th February 2017
4	Jelvis Henriques & Co.	Article Assistant	1 st September 2012 to 31 st August 2015

Type of Industries Worked for -

- Steel Manufacturing Industry
- Man Power Supply
- Clearing & Forwarding Agents
- Various Trusts
- Education Industry (Schools & Colleges)
- Infrastructure industry.
- Trading in Electrical Equipments

PROFESSIONAL QUALIFICATION :

DEGREE	INSTITUTION	YEAR	ACHIEVEMENTS
CA FINAL	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	NOV 2015	CLEARED
IPCC	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	MAY 2012	CLEARED
CPT	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA	JUNE 2011	CLEARED
B.COM.	UNIVERSITY OF MUMBAI	MARCH 2014	CLEARED

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ACADEMIC QUALIFICATION :

STANDARD	BOARD	YEAR	ACHIEVEMENTS
10TH	MAHARASHTRA STATE BOARD	2009	CLEARED (79.53%)
12TH	MAHARASHTRA STATE BOARD	2011	CLEARED (80.83%)

EXTRA CIRICULARS:

Reading Books, Developing good communication skills Associated with the Angels Association, Dancing, Music

PERSONAL DETAILS :

Date of birth - 16 March 1993

Status - Unmarried

Nationality - Indian