

Deepika Nimesh Jain Mistry

Executive Accounts & Finance | CA (India) | CPA (USA) | Bachelor of Commerce |



A hard working individual, passionate to work in Accounting and Finance domain. Looking for a suitable opportunity to leverage my Academic Excellence to further my learning and achieve organizational goals simultaneously.

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in www.linkedin.com/in/deepikajainmistry

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WORK EXPERIENCE

Executive Assistant – Deputy Manager

ANAND RATHI GLOBAL FINANCE LIMITED

May'19- Present

Entrepreneur- Practicing Chartered Accountant

D N JAIN & ASSOCIATES

Nov'17 – May'19

Chartered Accountant

AJAY SEKHRI & CO.

Feb'17 – Oct'17

Executive Accounts & Finance

LARSEN AND TOUBRO INFOTECH LTD.

Nov'14 – May'16

Intern- Article Assistant

PRAKASH MADLECHA & CO.

June'12 – Oct'14

U.S.GANDHI & CO.

Sep'11 – May'12

PROFICIENCY SKILLS

Presentations

Accounting Software

Advanced Excel

Indian GAAP

US GAAP

Financial Reporting

Organized

Time Management

Financial Planning

Pro-Active Team Player

Attention to detail

Budgeting

EDUCATION & MILESTONES

CPA (USA) - March 2019

AICPA- American Institute of Certified Public Accountants

CA (India) - May 2014

ICAI- Institute of Chartered Accountants of India

Bachelor of Commerce – March 2013

Mumbai University

WORK PROFILE

- Oversee the preparation of reports
- Analysis of financial data
- Recruit, train, direct and motivate staff
- Plan and control budget and expenditures
- Conduct review meetings and provide MIS reports to senior management for decision making
- Prepare break even business plan
- Recommend improvements to accounting systems and management practices
- Basic bookkeeping tasks
- Prepare Income tax, GST and TDS tax returns
- Provide financial, business and tax advice
- Handling accounts of foreign subsidiaries as per prevailing local GAAP.
- Facilitating audit of subsidiaries as well as the company
- Assist in resource allocation
- Review Equity portfolio and Mutual fund investments
- Assisting in developing and testing CRM

LANGUAGES

English

Full Professional Proficiency



Hindi

Native or Bilingual Proficiency



ACHIEVEMENTS & ACCOLADES

- Secured 3rd rank in College
- Team leader for major assignments at work
- Representative to the Chairman of current organization

INTERESTS

Travelling

Yoga & Meditation

Reading Books