

Manvi Takkar

ACCA Affiliate

Contact

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Skills

Accounting principles



IFRS Knowledge



MS Excel



Bookkeeping



Account Reconciliation



Languages

English



Hindi



Punjabi



A Qualified Certified Public Accountant seeking to leverage my professional knowledge and experience into my career going forward. To earn a job which provides me job satisfaction, self-development and helps me achieve personal as well as organizational goals.

Work History

2019-01 -
2020-03

Audit Assistant

United Corporate Accounting Services, Panchkula, Haryana

- Reconciliation of account balances.
- Conducted physical verification at the client premises of their inventory.
- Book keeping and review of Accounts maintained by the clients.
- Risk assessment and Maintaining good level of communication with the colleagues.

Education

2018-10 -
2020-01

ACCA: Accounting And Finance

ACCA

- Majored in Audit and Finance

2014-07 -
2017-07

B.Com (Hons.)

Punjabi University - Patiala
CGPA - 7.6

2012-04 -
2014-04

Class XII: Commerce

B.Z.F.S School - Fatehgarh Sahib
88%

2011-04 -
2012-04

Class X

Rosemary Public School - Sunam
CGPA - 9.4

Certifications

- Audit Virtual Experience by Grand Thorton
- Microsoft Excel from Beginner to Advanced by Udemy
- A Complete Financial Analyst Course by Udemy

Practical Projects

Institution

Punjabi University, Patiala

Topic

NPA Management in Commercial Banks

Details

The project entailed the study of bank-group wise as well as the sector-wise movement of NPAs in the banking sector, the analysis of statistics of NPAs, the recommendations to curb the increasing trend of NPAs, also maintaining the uniqueness of the project as per rules of Plagiarism.

Extra Mural Activities

- Acted as the Placement Coordinator of the department at Punjabi University.
- Appointed as the Class Representative and Convener of the Department of Commerce, Punjabi University.
- Member of Green World Society Patiala.