**Akanksha Vohra**

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656 Adarsh Nagar, Jaipur, 302004

##### Personal profile

A highly motivated recent business administration post graduate looking to kick start her career and build business skills with a reputable finance company. Possessing enthusiasm, drive and a positive attitude required to be successful in a sales and marketing environment.

##### Education

**Institute of Chartered Accountants of India November 2011- Present**

* CA Final: Pursuing

**University of Rajasthan**

* Master of Commerce(M.Com) **2015- 2016**
* Bachelor of Commerce (B.Com) **2012-2015**

**Alliance Francaise**

* The Diplôme d'études en langue française ( level B2)Pursuing
* The Diplôme d'études en langue française ( level B1) **2015**
* The Diplôme d'études en langue française ( level A2)  **2014**
* The Diplôme d'études en langue française ( level A1) **2013**

**Neerja Modi School, Jaipur**

* 12th Grade :( 90%) **CBSE 2011**
* 10th Grade : (92%) **CBSE 2009**

##### Work Experience

**Amazon India 1st Sept 2017- Present**

* Working as a **Tax Operations Analyst** in Finance Operations Tax
* Foster strong cross-functional relationships with internal business partners by serving as the FinOps Tax liaison for general inquiries, escalations, communication of project/process initiatives and plans of action
* Work on tax identity collection, withholding, reporting and other transactional tax obligations
* Reconcile expense ledger with tax payable, withholding preparation and reporting to taxing authorities
* Prepare materials needed for tax provisions at year end and tax audit
* Payment to nonresidents and it’s tax implications
* Effectively communicate with both internal and external teams and customers
* Leverage end-to-end process knowledge, including systems and portals
* Witholding tax advise, payment processing , audit, noticed and everything related to witholding taxation.

**Amazon India 20th Feb 2017 – 31st August 2017**

* Working as a **Translation Associate** Retail Business Services (RBS)(French) for 8 months
* Handle the day-to-day volumes of the assigned tasks and ensure the given SLAs are met per quality standards
* Understand and correctly use Amazons Retail Systems Platform (RSP) to support vendors and buyers in enhancing the retail selection on Amazons online catalog
* Maintain records of day-to-day work by updating trackers to reflect work done
* If there is a possible default on SLAs or quality, flag the escalation in time to the manager or lead
* Interacting and coordinating with vendors/buyers to accurately reflect the Amazon catalog for price, product details and other product-related information

**Diwakar Shah & Co, Jaipur, Article 2014- 2016**

* Assisted in Scrutinizing general ledgers reconciliations, general vouchers and conducted examinations including P&L
* Gained knowledge in various aspects of financial management , accountancy and taxation
* Well versed with MS Excel , Completed Compulsory 250 hrs of Computer Training as per ICAI curriculum schedule

**S Hansaria & Associates, Jaipur, Article 2013-2014**

* Successfully drafted partnership deeds , incorporation of a society
* Assisted in law matters , service tax and vat
* Drafted accounts of various companies in tally
* Carrying on internal audits , filing of income tax returns , statutory forms

##### Other Work Experience

**Corporate Infocom Pvt. Ltd, Team Leader-**Designed websites and learned multi level marketing.

**Art of Living**

* Successfully completed various yes+ courses
* Completed advance course – a course of complete silence and deep meditation
* Successfully acquired knowledge in yoga by completing yoga level 1
* Volunteered in various social causes

##### Extra-Curricular Activities

**Model United Nations:** editor of the newsletter in MUN , Neerja Modi School, Jaipur .Represented Pakistan in MUN held in Modi Lakshmangarh College

**Jaipur Literature Festival :** Attended for 3 years as a volunteer and participated in multiple events.

**Social work-** Help age India helped in raising funds, Art of Living volunteered in various social awareness drives

**Dance, Art and Music-** second position in Sanskrit shloka chanting at Akshay Patra , Sanskrit singing competition at Sophia high School , Mt. Abu, second position in French singing, learned kathak , tabla, guitar. First position in horlics wizkids singing competition. won various accolades at city level in painting, sketching and drawing competitions, writing poems is an unpolished quality

**Sports, Extempore and Debates –** yellow belt in karate , school football team captain –defender in various inter school soccer carnivals, won various school competitions in chess , kho-kho and badminton. Won various school level as well as inter school debate and extempore competitions. Participated in seminars on Bank Auditing, national conventions of ICAI