

Dear Sir/Ma'am

I am submitting herewith my resume for your benevolent consideration with regards to a suitable position in your organization.

Review of my credentials will indicate that I am a **Chartered Accountant** and have attained specialized skills in banking, laws, auditing and taxation via rich and multi-functional exposure.

I am a determined person who keeps endeavoring until she achieves her objective. Being an innovative thinker I apply rational as well as creative thinking to reach to any solution. My leadership style is participative and my team cherishes the experience of working with me. While acting as a team player I can act as a sagacious brain for the team. Also with my effective communication skills I can keep harmony in conflicting situations. I am adaptable to any dynamically changing environment.

Driven by ambition and competence, I am confident of making a visible contribution to your organization's growth.

A tour through my enclosed resume shall take you through all the details. I am confident in my credentials and I believe you would find a perfect fit for the said job.

I will heartily appreciate the chance to meet you in person. I am also available for telephonic/skype interview.

Yours sincerely,

Vidhi Bangur

Contact: 7747890978

Email: cavidhibangur@gmail.com

Enclosure: Curriculum Vitae

Career Objective: To create a specialized portfolio of skills and to serve the organization with my enthusiastic and diligent working style. To add value to the operations and performance of organization with my divergent thought process and tireless attitude.

Professional Qualifications

Chartered Accountancy (ICAI)	Level	Year
	CA Final	Nov 2018
Company Secretary (ICSI)	CS Executive	Nov 2016

Academic Qualification

Qualification	Institute	Score	Year
B.com	DAVV	60%	2015
12 th	CBSE	82%	2011
10 th	MP Board	89%	2009

Work Experience**Deputy Manager at ICICI Bank Ltd (April 2019 to present)**

Working in compliance team under which we check and approve the transfer of funds through international banking channels in abidance with regulations of Foreign Exchange Management and other laws of India since April, 2019.

- Scrutinizing and approving financial transaction of fund transfers in foreign exchange outside india under overseas direct investments.
- Creating dashboard for presenting reports of transactions done under various purpose code to ensure compliance of set procedures to Senior management.
- Analyzing financial statements to ensure compliance of net worth and valuation norms.
- Filing Annual Performance Report and checking ECB2 Returns for reporting to RBI on behalf of client.
- Ensuring adherence to RBI guidelines prescribed for AD banks under FEMA.
- Processing transactions with due diligence and applying comprehensive testing for minute details.

Intern as articleship from: R.D. Joshi & Co. (April 2013 to Mar 2016), One of the oldest and renowned firm of central India which was established in 1952.

- Conducted statutory audits of Private Limited Companies, Nationalised Banks, Trusts and Cooperative Societies etc.
- Prepared and filed Income Tax and TDS Returns of various corporates.
- Conducted tax audits as per Income Tax Act & prepared reports 3CD, 3CA, 3CB.
- Conducted Internal Audit of various organizations
- Conducted stock audits of Manufacturing unit, Retail Stores & Automobile Dealers.

Accomplishments

- Cleared National Talent Search Examination at state level.
- Won numerous prizes for debates and speeches at various places.
- A practiced writer with comprehensive verbal skills.
- Rehearsed at anchoring, singing, dancing, event management and hosting skills.

Technical Skills

- Proficient in business application software viz. MS-Excel, MS-Power Point and MS Word.
- Working knowledge of financial packages and banking softwares like Finacle, Omniflow, Tally ERP 9, Compu Office, Specturm etc
- Decent typing speed with 55 wpm

Strengths:

- An ambitious and determined girl who does not give up until she achieves her objective
- A harmonious and motivating leader who is well accepted by her team generally.
- Self motivated and quick learner who can handle tough situations with patience.
- A balanced combination of emotional and academic intelligence

Personal Vitae

Date of Birth	:	2nd August 1994
Languages	:	Hindi and English
Address	:	606, usha nagar extension, Indore, 97/5 sarafa bazaar Susner, Madhya Pradesh