**Akanksha Vohra**

Mobile: +91 7891577680, Email: vohra.akanksha@yahoo.com

656 Adarsh Nagar, Jaipur, 302004

##### Personal profile

I hold a commerce background I’ve done my masters in commerce in business administration. I started my career with Amazon working in the marketing department as a French translator further moved to the operations department as a financial analyst & then to the tax department as a tax analyst. I love working, studying & learning at the same time upgrading myself regularly I am even pursuing CA to add to my financial wisdom.

##### Education

**Institute of Chartered Accountants of India**

* CA Final: Pursuing

**University of Rajasthan**

* Master of Commerce(M.Com)
* Bachelor of Commerce (B.Com)

**Alliance Francaise**

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

**Neerja Modi School, Jaipur**

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

##### Work Experience

**Amazon India 1st Sept 2017- 2019**

* 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 Foundation**

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

##### Extra-CurricularActivities

**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, danced in the annual day in Amazon fest.

**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, Participated in badminton & cricket matches in AMAZON & won several rounds.

**FUNAZONIA-** I was the head of the event management department for AMAZON- Pune office, where I organized events, parties, team outings, games for Fridays, all activites for our Pune amazon team., starting from one person made a team of 20 people giving the best time to our fellow co-workers & made work more fun & light.