

Sanket Tanna

Sonal Apartment 2nd Floor, Veraval, Gujarat, India 362265

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Professional Experience

SMMP & Co.

Article Assistant, Year -2013-2016

Mumbai, India

It is a chartered accountancy firm, engaged in audit, taxation and consultancy business.

- Performed Internal Audit of Reliance Capital Finance, Reliance Home Finance. Core operating areas covered like underwriting loans and loan monitoring review. Total experience of 5 quarters including 2 as a team leader (leading junior interns). Played a crucial role in giving ideas and discussing on how to improve the loan monitoring process pre and post disbursement.
- Performed Internal Audit of Reliance Asset Reconstruction Company and covered multiple areas.
- Performed Internal and Statutory audits of construction companies covering all the major areas. Also awarded with the responsibility as a team leader (leading junior interns). Worked on the area of process costing to minimize the flaws in recording inventory in SAP
- Performed Internal audit of retail business of Hypercity Retail, along with the responsibility of mentoring interns for the same audit.
- Handled tax assignments of various individuals and companies, filed returns and awarded with the additional responsibility to represent clients during the income tax hearings.
- Worked efficiently and effectively even in the extreme situations like preponement of board meetings or in case of audits which are bound by time limits.
- Presented a seminar on “Standards on internal audit” which was attended by each and every employee and interns of the firm.

Education

- **University of Mumbai (H.R. College of Commerce and Economics)** Mumbai, India
Bachelor of Commerce, 2015. Grade A
- **The Institute of Chartered Accountant of India** Mumbai, India
Chartered Accountancy Course, November 2016

Technical Expertise

- Experience of working in SAP, MS Excel, MS Word, MS Power point, Tally ERP 9.0 and Finnone

Trainings and Certifications

- Information Technology Training (Basic and Advanced – 100 hours each) – Conducted by The ICAI
- General Management and Communication Skills training – Conducted by The ICAI
- Orientation Training – Conducted by The ICAI

Achievements

- Active in helping stray animals by feeding them and providing medical facilities when in need. Along with my professional career I also have a dream to open a NGO for stray animals at PAN INDIA level.
- Wrote a fiction novel (genre – Romance) and it is under process of publishing.
- Participated in hostel fest in the team of 5 and secured overall 2nd Rank, my role was to be a mentor of some fresh bloods and to lead the whole team.
- Awarded as the best student of the year in school.
- Awarded with the responsibility of Discipline Prefect in school.
- Participated in various sport tournaments like cricket and table tennis at school and hostel level.