



# Priyanka Shijil Chelari

## My Contact

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📍 EC 26 B-30, Sai Milan  
Co-op. H.S.G.L Next to  
Carnival Dream Mall  
Evershine City, Vasai East  
401208.

## Achievements

Participated in DLLE for 2 years

Participated in inter-college fest  
'INNOVATORS'

Committee member of art circle in college

Secured 1st in Nail art, 1st in Pot painting,  
2nd in Rakhi making, 3rd in Poster making.

Participation Certificate for Nail Art, Paper  
Quilling and Glass painting in Inter College  
Fest 'ELYSIUM'.

## Education Background

### Post Graduate Program

Applied Finance and Accounts  
from NIIT. **Year 2020**

### Bachelor of Commerce

from Mumbai University,  
Vivek College. **Year 2017**

### Higher Secondary Certificate

from Maharashtra Board,  
Smt. Kt Nagada Jr College **Year 2014**

### Secondary School Certificate

from Maharashtra Board,  
S.R.W.S High School **Year 2012**

## About Me

## Career Objective

Ambitious and hardworking finance graduate seeking work in an organization that explores my talents, skills, and creativity, and enhances my career graph while maximizing benefits for the organization.

## Professional Experience

**Deputy Manager | Muthoot Fincorp Limited**  
*March 2023 to October 2023*

- Conduct internal audits in all MFL Branches as per the program given by the department.
- The Job involves extensive travelling and confidentiality is to be maintained very strictly.
- Verification of documents of Gold Loan and bank transactions, utilisation of Cheques, Bank Reconciliation, Gold Loan notices and Utilization of stamps.
- Verification of leave records and other statutory records of staff maintained by the branch
- Verification of authorization of various payments and reporting of any unauthorized payments for which ex post facto approval is required and recovery of excess payments, if any.
- Verification of Western Union money transfer documents.

## Professional Experience

**Audit Executive | V. Sankar Aiyar & Co.**  
*September 2022 – March 2023*

- Preparing Audit reports for clients like RSWM Limited; Inter-Continental Hotel BOI; USFB; SIES
- Verification of export & import documents
- Checking of all Bank Reconciliations along with bank statements.
- Preparing ageing analysis data and its recovery status
- Statutory dues– Checking of monthly listing of liability vs payments along with the remittance challans.
- To ensure adequate measures are being taken in advance to prevent future frauds, etc. to avoid difficulties, which may arise.
- Actively follow up on compliance to the audit reports issued.

## Computer Proficiency

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### MS Office

**Advanced Excel Tools and Techniques**  
**Advanced Tally Erp 9**

**Advanced Business Analysis Tools and Techniques Excel.**

## Personal Details

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Date of birth: 2<sup>nd</sup> August 1996.

Marital Status: Married

Gender: Female

Language: English, Hindi, Malayalam.

Interests: drawing, painting, dance, chess, etc

## Professional Experience

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**Audit Assistant | T R Chadha & Co LLP Chartered Accountants**

*November 2019 – September 2022*

- Vouching of all payment and receipt vouchers which include release of loan, payment of interest, receipt of interest, release of subsidies, various taxes, etc.
- Scrutiny of all types of Bills for ensuring Booking to proper heads of Account, Proper sanction of expenditure as per delegated power, Certification of proper receipt of goods and services, Issue of cheques and receipts thereof and Ensuring of proper maintenance of books of accounts and registers.
- To assist the Audit Manager in executing the audit plan as per agreed timelines and draft audit reports.
- To report any inefficiency at any operational level.
- Monthly Scrutiny of Audit observation registers to check whether observations are compiled and to follow up with authorities to ensure timely rectification of irregularities reported that were not rectified.

## Professional Experience

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**HR Executive | Integra Unisource Pvt**

*January 2018 – November 2019*

- Understanding the requirements and job description as per hiring criteria. Searching the resume through the job portals (Naukri, Monster, Shine, Times Job), Personal Database.
  - Shortlisting, screening, and conducting telephonic discussions to match the necessary requirements.
  - Discussing the opportunity with the candidates and lining up candidates for the Scheduled drives.
  - Scheduling the candidates for the Interview round according to the technical panel availability. (Slots Availability).
  - Follow up with the candidates till he/she reaches the venue.
  - Finding out the feedback of the interview from the candidates.
  - Building up a database of resumes for future references.
  - Maintaining Tracking Sheets of all the Prospective Candidates.
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