# Ms. Prachi V. Kolhatkar

202, Manjunath Tower

V. P. Road

Pendse Nagar

Dombivli – 421201

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**OBJECTIVE**:

To work with reputed organization where demonstrated record of competence and skill is appreciated and to polish and explore my potentials in a way which will help to achieve company goals.

**PERSONAL DETAILS**:

Date of Birth : 20th March 1987.

Sex : Female.

Marital Status : Single.

Languages Known : English, Hindi, Marathi and German (Basic)

**PROFESSIONAL QUALIFICATION: CA-Inter**

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| --- | --- | --- |
| Examination | Institute | Year of Passing |
| PE – II | ICAI | 2008 |
| PE – I | ICAI | 2005 |

**ACADEMIC QUALIFICATION**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **University/Board** | **Year of Passing** | **Class** |
| M. Com. | Mumbai University | 2015 | First Class |
| B.Com. | Mumbai University | 2007 | First Class |
| H.S.C. | Mumbai Board | 2004 | First Class |
| S.S.C. | Mumbai Board | 2002 | Distinction |

**WORK EXPERIENCE:**

Currently working with a CA Firm for ‘Internal Audit’ profile.

It includes:

* conducting audit on timely basis
* Discssion with the client
* Representing before Audit Committee
* Preparation and presentation of final report.

**Previous Work Experience:**

**Articleship**: CVK & Associates, Mulund (January 2008 to July 2011)

Experience comprises of following assignments:

* Audit of companies in service sector
* Bank Audits: Statutory, Concurrent
* Stock Audit
* Audit of Trusts, Charitable Institutions
* Export Certification

**Work Experience in Translation:**

Along with this job, I undertake freelance translation assignments. Details are as under:

Languages of work : English, Hindi and Marathi.

Type of translations: Legal, Business, fiction, technical etc.

Type of work done:

1. Documents and books translation
2. Translation of various orders and other legal documents issued by courts
3. Subtitles
4. Web translation