

JIYA PATEL



9321787978



jiya1512patel@gmail.com



www.linkedin.com/in/jiyapatel07



Mumbai, Maharashtra

CAREER GOALS

A driven and ambitious CA aspirant, seeking a dynamic role that constantly stimulates to learn, develop and perform challenging and meaningful work in exchange for strong work ethic and commitment to superior performance in the esteemed organization.

ACADEMIC QUALIFICATION

YEAR	EXAMINATION	INSTITUTION	MARKS	PERCENTAGE
May 2023	CA Intermediate	Institute of Chartered Accountants of India	447/800	56%
2023-2024	S.Y. B. Com	H.R. College of Commerce & Economics	7.8 CGPA	78%
June 2022	CA Foundation	Institute of Chartered Accountants of India	279/400	69.75%
2021-2022	Class XII	N.M College of Commerce & Economics	549/600	91.5%
2019-2020	Class X	G.E.S English Medium School	565/600	94.17%

ARTICLESHIP EXPERIENCE

W/S BDO INDIA LLP- RISK ADVISORY SERVICES- BFSI (August 2023-Present)

- Conducted comprehensive audit of the **Risk Management Framework within the mutual fund** (AUM of approximately INR 53,000 Cr), evaluating key elements such as investment risks, credit risk, liquidity risk, and governance risk and other AMC- specific risks to ensure adherence to regulatory standards and internal controls.
- Conducted comprehensive reviews of the **Legal, Secretarial, and Compliance** functions of an Asset Management Company (AMC) and Mutual Fund(MF), ensuring strict adherence to all relevant regulations and directives. **Evaluated employee dealing procedures** to ensure compliance with internal policies and regulatory requirements.
- Monitoring of regulatory updates and oversight of key industry news** of Mutual Funds, Portfolio Management Services(PMS) and Alternative Investment Funds(AIFs) on a daily basis providing insights to support organizational compliance efforts.
- Led internal audits of the **collection and recovery process for a Housing Finance Company (HFC)** with AUM of approximately INR 4500 Cr, meticulously examining collection activities and reviewing legal procedures for loan recovery. Delivered tailored recommendations to a Non-Banking Financial Company (NBFC) aimed at optimizing collection efficiency and enhancing recovery outcomes.
- Assisted in performance of internal audit including risk management and control management over operational effectiveness, financial reliability and compliance with all applicable directives and regulations of NBFC & HFC.
- Assisted in reporting key risk indicators and internal control deficiencies to the management and presented comprehensive recommendations to mitigate the associated risks.

ACCOMPLISHMENTS

- Awarded 'SPOT Award'** by 'BDO India LLP' for extraordinary performance for the quarter ended March 2024.
- Completed **JPMorgan Chase & Co. Investment Banking Job Simulation**
- Tutored** school kids for one semester and worked with a coaching class as an assistant teacher
- As the **Head Girl** of the school, played a key role in **planning, directing and managing** 15+ events and **hosted** 8+ school events and addressed prospective parents and students
- Worked as a **Office Administrator** scheduling meetings, responding to inquiries and reviewing documentation

LANGUAGES KNOWN	English, Hindi & Gujarati
SOFT SKILLS	Good Communication and leadership skills, Quick Decision-making, Time Management, Team Player
HOBBIES	Reading Books, Embroidery and Cricket