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| **Gulfjobseeker.com CV No:** **114102****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php> |

To

 Hiring Manger,

It gives a real pleasure and honor to introduce myself to your organization hoping to have vacant opportunity and to be one of your team.

In my current position as an Assistsnt Auditor, I maintain an efficient and highly organized work environment. I am organized , detailed-oriented, and an good communicator.

I am a self starter and excel at document control , I am computer literate , work well with clients and highly oraganizational. I am familiar with audit process and controls, and learn new procedures quickly.

My resume will give you full details of my relevant experience and qualifications.

I can assure you that my hard work will provide my experience and qualifications.

Sincerely,

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| **CIRCULAR - VITAE** |

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| **CAREER OBJECTIVE** |

To be a part of renowned organization wherein I can utilize my knowledge, skills and experience for the mutual benefit. To obtain challenging position in forward looking companies that requires a highly motivated persons and keeps updating myself and attains the objective set for me in a fixed period of time.

I want to be a creative learning and contributing towards the success of company.

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| **SELF- ASSESSMENT** |

* Quick learner and keen desire to grow.
* Ambitious and self motivated.
* Commitment to do every work in the best possible way (result oriented).
* I am a highly motivated individual who is always willing to put that extra bit of effort into any Assisgnment that I undertake.
* My strongest assets I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems & the will to perform under pressure.

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| **PROFESSIONAL EXPERIENCE** |

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| **Name of the Organization** | Siddiqui and company (chartered Accountants), Allahabad, INDIA |
| **Period** | 1ST APRIL 2014 to till date |
| **Designation** | Audit Assistant/ Accountant |

**Job description-**

The Audit Assistsnt works within the accounting and financial departments and is charged with reviewing the company’s financial reporting systems and policies and see if the financial reports are accurate, complete and in accordance with local standards. Audit assistants can work work within the accounting department of any company, firms or non profit organizations.

**Roles and responsibilities:-**

* Provide sufficient help and support to senior Professionals to review a corporations internal controls and procedures.
* Verifying each and every documents clearly to avoid and any error in financial Report.
* Verification of accounting vouchers like date ,party name and amount.
* Maintain All voucher entry in the books of accounts and in Tally. ERP as well.
* With the help of bank statement, prepares bank summary for the financial year ended using Accounting software like Tally.ERPand in Excel as well.
* Maintain the records of debtors and creditors separetly with the help of day book and vouchers.
* Maintain proper records of all the sales and purchase of fixed assets during the financial year and their depreciation as well to get their written down value(WDV).
* Ask clients to give full details of their investments made during the financial year for the purpose of availing the benefit of deductions under sec 80c to 80u of the income tax act 1961.
* Also suggests clients to invest in particular investment like life insurance, national savings certificates, mutual funds, provident fund etc for availing deductions under sections 80c of income tax act 1961, on the tax to be paid at the end financial year.
* With the help of above necessary documents we prepare financial statements like Trading and profit and Loss account and balance sheet both manually and also using accounting software like Tally .ERP and Excel.
* After preparing finacial statements tax calculation is required, for the purpose of above we use software called COMPU OFFICE ONLINE to calculate individuals ,firms and companies tax due on them and then finally submission of income tax return( ITR) of the previous year in the assessment year.
* Ensure compliance with the local accounting standards and audit policies and regulations.
* Identify and evaluate procedures and policies in tax reporting process.
* Perform general office duties such as typing , operating office machines and sorting mails.

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| **Name of the Organization** | B.D Gupta & Co.(Chartered Accountants), kanpur, INDIA. |
| **Period**  | 1ST SEPTEMBER 2012 to 28th february 2014 |
| **Designation** | Audit Assistsnt |

 **Roles and responsibilities:-**

* Analyze and evaluate the accuracy of accounting systems and procedures.
* Check and inspect the accuracy of accounts recievable and payable ledgers.
* Study and test software and hardware systems of the company.
* Develop and maintains the clients database.
* Ensure compliance with the local accounting standards and audit policies and regulations.
* Identify and evaluate procedures and policies in tax reporting process.
* Verify finacial statments , ledgers and accounts for errors and make appropriate corrections or refer to supervisor if errors are of complex nature.
* Answer queries and issues in timely and accurate manner.
* Prepare reconcile and records the payments.
* Prepare, examine and analyze accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting procedural standards.
* Ensure company accounts and tax returns are prepared and filed correctly and on time.
* Ensure that previous years audit recommendations are implemented and errors are resolved properly.
* Address any queries and complaints on audit related activities in timely manner.
* Establish working relations with company’s staff , business partners and clients.

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| **COMPUTER/ I.T SKILLS** |

* Knowledge of TallY 9.0.ERP.
* Knowledge of MS-Excel, Internet.
* Expert knowledge of computer related operations:- windows Xp, Vista, windows 7.
* Diploma in computer Application:- Tally 9.0 ERP, MS-Excel.

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| **PROFESSIONAL QUALIFICATION & TRAINING ATTENDED** |

* Qualified Common Proficiency Test(CPT) at first attemt, foundation exam by institute of chartered Accountant of India (ICAI) in the year 2007.
* Completed eleven months article ship/internship training of Institute of Chartered Accountant of India (ICAI) Registration no:- CRO0228824 from 28TH SEPTEMBER 2007 TO 26TH AUGUST 2008, under Chartered Accountant Sanjay Agarwal , 51 chahchand zero road Allahabad, INDIA.
* Completed 100 hours of Information Technology (IT) training at Allahabad Branch of CIRC, ICAI in the year 1st january 2009. (part of Chartered accountant Training).

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| **ACADEMIC BACKGROUND** |

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| **Years** | **Qualification/ degree** | **Board/ university** | **Institute/University** |
| 2012 | Masters in commerce (MCOM) | **-** | University of Allahabad, India |
| 2010 | Bachelors in commerce (BCOM) | **-** | University of Allahabad, India |
| 2007 | Intermediate | ISC | Girls High School & College Allahabad |
| 2005 | High school | ICSE | Girls High School & College Allahabad |

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| **PERSONAL DETAILS** |

* **Date of Birth** 01-01-1989
* **Gender** Female
* **Nationality** Indian
* **Martial Status** Single
* **Visa Status** Visit visa
* **Visa period** 01st march 2015 to 28th May2015

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| **Languages Known** | **Read(Beginner/Proficient/Expert)** | **Write(Beginner/Proficient/Expert** | **Speak(Beginner/Proficient/Expert)** |
| **Hindi** | Expert | Expert | Expert |
| **English** | Expert | Expert | Expert |
| **Urdu** | - | - | Beginner |

I hereby declare that the above information are correct and true to the best of my knoweledge.

Name..

Place..

Date..