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|  | | **Curriculum Vitae**  ***Shanoor***  [***Shanoor.225713@2freemail.com***](mailto:Shanoor.225713@2freemail.com) | | | | | | |
| **Career Objective:**  **Executive Summary:** | A senior level Accounting & finance professional, excellent track record in all aspects of Accounting, Auditing and Taxation, seeking a strategic role in a dynamic organization to contribute my accrued skills in achieving tangible and strategic objectives of the organization. | | | | | | | |
| **Profile:**  **Nationality:**  **Current Location:**  **Preferred Location:**  **Current Position:**  **Company:**  **Total Experience:**  **Qualification and Certification:**  **Expected Salary:**  **Visa Status:**  **Joining** | Male, 29, Single  Indian  Sharjah, UAE  Anywhere in UAE  Audit Head (Internal Auditor)  Shivaji & Co Chartered Accountants  6 years 8 months in Accounts, Auditing And Taxation  CA Finalist (The Institute of Chartered Accountants of India)  B Sc (General)  Negotiable  Visit Visa (Valid up to May 12th 2015)  Immediately | | | | | | | |
| **EXPERTIES** | | | | | | | | |
|  | * Finalization of Financial Statements * Financial Management, Cost Controlling and Budgeting * Communication, Analytical, Team Building & Leadership, Creative problem solving * IT Skills, Accounting Software, MS Office | | | | | | | |
| **PROFESSIONAL EXPERIENCE** | | | | | | | | |
| **Designation** | **Articled Trainee(As a part of CA Curriculum)**  **2013 February to 2014 September** | | | |  | | |  |
| **Organization Name** | Shivaji & co Chartered Accountants, Vijayawada, India  S&C0…… | | | |
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| **W**o**rk Description** | Responsible for the following Job Description in the organization and report to Chief Auditor   * Statutory Audits of client companies and compliances as per The Company’s Act * Stock Audit and Inventory management * Tax Audits of business entities which falls under Income Tax Audit as per Income Tax Act * Revenue Audit related to the income and expenditure and there relevance towards bank norms * Cost Audits relating to cost accounts of manufacturing units * Cash Audits * Budgeting and Forecasting * Risk Audits * Project Financing | | | | | | | |
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| **Designation** | **Accounts Manager(Accounts & Finance**)  2009 November to 2013 February | |  | | | |  | |
| **Organization Name** | SS Publishers | | | | | | | |
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| **Work Description** | * Liaised with External Auditors for successfully completion of audits (Statutory Audit, Cost Audit Revenue Audit and Tax Audit). * Preparation of variance report for Actual costs Vs. Production Budgets (Production targets) * Preparation of variance report for Actual Revenue Vs. Budgeted Revenue (Sales targets) * Guiding team members for preparation of Financial Statements and various reports for management perusal. * Ensuring preparation of monthly age wise receivables and payables report to forecast working capital requirements. * Ensure processing of collections from customers and payments to vendors on timely basis. * Functioning as an effective practice steward, including coaching & training professionals to develop a quality team. * Prepared standard operating procedures for Receivables and Payables department. * Handling of Customer queries and Internal queries. * Ensure that all the daily performance trackers are updated by team members which are used for generation of MIS reports. | | | | | | | |
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| **Designation** | **Articled Trainee(As a part of CA Curriculum)**  **2007 August to 2009 October** | | |  | |  | | |
| **Organization Name** | Varaprasad and Associates Chartered Accountants, Hyderabad, India. | | | | | | | |
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| **Work Description**  **Achievements** | Responsible for the following Job Description in the organization and report Chief Auditor   * Statutory Audits of client companies and compliances as per The Company’s Act * Stock Audit and Inventory management * Tax Audits of business entities which falls under Income Tax Audit as per Income Tax Act * Revenue Audit related to the income and expenditure and there relevance towards bank norms * Cost Audits relating to cost accounts of manufacturing units * Cash Audits * Budgeting and Forecasting   I have been promoted from Accountant to Accounts Manager *with in One and Half year* due to my extensive knowledge in accounting and auditing fields. | | | | | | | |
| **EDUCATION / PROFESSIONAL CERTIFICATION** | | | | | | | | |
| **Professional Certificate** | **CA Inter** | | | | | | | |
| **Institute** | Institute of Chartered Accountants of India | | | | | | | |
| **Completion Date** | November 2012 | | | | | | | |
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| **Degree** | **B Sc ( General)** | | | | | | | |
| **Institution** | Kakathiya University , India | | | | | | | |
| **Completion Date** | 2007 | | | | | | | |
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| **Trainings & Skills** | | | | | | | | |
| **Computer Software** | Tally9, and Microsoft office (word, Excel, PowerPoint and outlook  SAP FICO Advanced - End User | | | | | | | |
| **Languages** | | | | | | | | |
|  | **English** : Fluent ( Read , Write and Speak) | | | | | | | |
|  | **Hindi**  : Fluent ( Read, Write and Speak) | | | | | | | |