***CURRICULUM VITAE***

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| **Objective** | To Obtain a Placement in your esteemed organization and give my best in every possible way to my work where my competence and potential is utilized to the maximum. and enable myself to grow professionally and look forward to a satisfying and rewarding career. |
| **Personal Data** | Date of Birth : 17th August 1991  Age : 24 Yrs  Nationality : Indian  Religion : Muslim  Martial Status : Single  Languages Known : English, Hindi,urdu & Marathi |
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| **Educational**  **Qualification** | |  |  |  |  | | --- | --- | --- | --- | | **Qualification** | **Board / University** | **Year of Passing** | **Aggregate Percentage / Class** | | M.COM-2 | Mumbai University(K.J.SOMAIYA COLLEGE|) | April-15 | **70% - A grade** | | T.Y. BCOM | Mumbai University(S.M.SHETTY COLLEGE) | March-13 | **80%** | | H.S.C | Maharashtra Board(ST.XAVIERS COLLEGE) | March-10 | **66**% | | S.S.C | Maharashtra Board(COSMOS SCHOOL) | March-08 | **68.33**% | | CPT | ICAI | June-11 | 110 marks | |
| **Strength** | 1. Track and analyze company accounting records and prepare financial reports. 2. Maintains cash flow of daily,monthly transactions. 3. Preparation of Accounts Statements as per the standards issued by ICAI. 4. Making Various Reports Such as Survey Report,Research Report. 5. Basic level of competency with computers and a willingness to master new tools to improve accuracy and efficiency 6. Audit of banks,Concurrent audit. 7. Excel in Accounts And Taxation. 8. Work in tax preparation, which means they scrutinize tax documents and help clients file taxes. 9. Inspection as a surveyor in case of Insurance Co. 10. Can handle processing datasheet,etc. 11. Use of Finaccle,omni and tally software and MS Office. |
| **Experience** | **Two years and six Month (30 months)**  1.Conducted concurrent audit in bank of Baroda,Union bank of India,State bank of india.  2.Worked as an accountant in SSI.  3.Conducted various projects.  4.Filed Returns of Income tax and sales tax of various Clients,etc.  5.Made Shop & Establishment License of various Clients.  6.Done Service tax Work such as Registration and Return Filing.  7.Done Income Tax Return Filing of Clients. |
| **Work**  **Experience** | 8.Worked as a sales executive for ICICI Lombard insurance co. in sitel india ltd for 1 year.  9.Worked as Jr.Surveyor Under INSURANCE SURVEYOR(UNITED INSURANCE, ORIENTAL INSURANCE,NATIONAL INSURANCE,etc)  10.Completed Various Projects In Location such as Goa, Mumbai,Patna,u.p,etc)  11.Working currently in CHARTERED ACCOUNTANT Firm in Mumbai,INDIA (CA H.L.SHAH & ASSOCIATES) |
| **Computer Skills** | 1.Completed ITT Training through The Institute of Chartered Accountant of India which extensively covered:  -Tally ERP 9  -Ms-Excel  -Ms-Access  -Ms-Word  -Ms-PowerPoint  2.And also done MS-CIT Course conducted by Maharashtra state govt.(74.00percent)  3.Use of Banking software such as Finacle,omni,etc.  4.Completed Articleship program of ICAI  5.Also Completed Articleship Orientation placement program |
| **Other Skills** | Has done General Management course (GMCS) Conducted by ICAI..  Has done ITT Course Conducted By ICAI. |

**First Name of Application CV No:** **1656582**

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