Shannon

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SHANNON

E-Mail: Shannon.324838@2freemail.com

Advisory ~ Audit ~ Management Consultancy ~ Financial Analysis

#  PROFESSIONAL SNAPSHOT

 Young, energetic resource with distinguished record of academic performance and professional achievements with an articleship of 3 years and progressive experience in India with a Chartered Accountant.

 Exceptional multi-tasking abilities; swift and effective problem solver. Able to produce positive results independently; extremely self-motivated.

 Highly adaptable; thrive on challenges and excel in new environment. Strong dynamic personality able to quickly establish work relationship with everyone.

 Strategic and creative thinker recognized for exceptional work ethics and commitment to organizational objectives; consistently seeks challenges both in personal and vocational pursuits. Appraised for superior job performance, creativity, solid work ethics and timely completion of all assignments meeting deadlines. Excellent communication skills in English, Hindi and Marathi with the ability to interact effectively at all levels with Senior

Executives.

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|  | AREAS OF EXPERTISE  |  |
|  Financial Reporting  | Financial Analysis  | Statutory Audit  |
| Direct Taxation  | Indirect Taxation  | Project Reporting  |
| Assessment Proceedings  | Drafting Legal Documents  | Documentation Management  |
| Incorporation of Companies  | Formation of Partnership Firms  | Team Building  |
| Customer Service Management Client Engagement   | People and Service Orientation   |  Leadership skills  |
|  | CAREER SCAN  |  |
| C.M. Sane & Company, Mumbai India  |  Mar’13 – Feb’16  |

Served as an Article Assistant

Key Result Areas:

 Accounting for Private Limited companies, Partnership firms, Trusts and Sole Proprietors

 Financial Reporting under Schedule III of Companies Act 2013

 Compliance with IFRS, Indian Accounting Standards, Accounting Standards and Standards on Auditing as per

Institute of Chartered Accountants of India (ICAI)

 Preparation of Provisional and Project Reports for clients  Financial Analysis of the profitability of a business.

 Tax Audit u/s 44AB of Income Tax Act, 1961 and MVAT Act, 2002 for various assesses.

 Filing of Income Tax / Service Tax / VAT / Annual Company (ROC) returns.

 Statutory Audit under Companies Act, 1956 and 2013

 Representation for scrutiny cases and refund of tax cases before Tax authorities under Income Tax Act, 1961

 Registration, formation, admission, retirement and dissolution of partnership firms under Indian Partnership Act, 1932

 Application of Permanent Account Number (PAN) and Tax Deduction and Collection Account Number (TAN) for assessees (clients)

 Coordination of various business activities with other team members

 Correspondence and documents and maintain presentations, records, spreadsheets and databases

 Attended meetings with Tax authorities in course of assessment proceedings;

 Formulated and maintained budgets, as well as invoicing;

 Liaised with staff of external contacts and clients;

 Ordered and maintained stationery and equipment;

 Organized and stored paperwork, documents and computer-based information;

 Photocopying and printing various documents, sometimes on behalf of other colleagues.  Attended seminars conducted by ICAI

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|  PRECEDING ASSIGNMENT  |  |  |
| Deepak Brij Gupta & Associates, Mumbai India  |   | Aug’12 – Mar’13  |

Key Result Areas:

 Accounting for Individual / Sole Proprietor / Partnership firms and Private Limited companies

 Financial Reporting under Schedule VI (Revised) of Companies Act 1956

 Responding to incoming email and phone enquiries

 Correspondence and documents and maintain presentations, records, spreadsheets and databases; SCHOLASTICS

 Appeared for Chartered Accountants (CA) Final exams in November 2016

 Passed Bachelor’s Degree in Commerce with a distinction (Grade “O” and overall Grade “A”- CGPA 6.7 out of 7.0) in May 2014

 Passed Integrated Professional Competency Exams (IPCE) – CA-Inter conducted by ICAI in May 2012

 Passed Common Proficiency Test (CPT) – CA Entrance in June 2011

 Passed Higher Secondary Certificate (HSC) Commerce with 86.5% in March 2011

 Passed Secondary School Certificate (SSC) with 89.53% in March 2009

Certificates:

 Completed General Management and Communication Skills certificate course conducted and as required by ICAI curriculum

 Completed Information Technology training conducted and as required by ICAI curriculum  Certificate in Event Management

IT Skills:

 Well versed with Tally. ERP 9.0, MS Office Suite and Internet Applications.

 Passable knowledge of Microsoft Dynamics NAV 2015.

Achievements:

 Won group-singing competition at the 46th Youth Cultural Fest (2013) organized by Mumbai University, India

 Won group-singing competition SIESONS - Inter-collegiate festival organized by South Indian Education Society (SIES) College, Nerul, Navi Mumbai, India

 Won Pantomimes competition SIESONS - Inter-collegiate festival organized by South Indian Education Society (SIES) College, Nerul, Navi Mumbai, India

 Secured highest marks (89%) in Economics at college level in HSC examinations  Represented my college in a debate conducted by British Council.

 Secured 3rd rank (Maharashtra State) in Olympiad Examinations for Information Technology in 2008  Won many accolades in elocution and extempore at inter-school competitions.

Activities & Interests:

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| Internet  | :  | Reading blogs on economics, CA articles and other Wikis  |
| Music  | :  | Keyboards, guitar, vocals  |
| Reading   | :  | Fiction and Non-fiction  |
|  |  | PERSONAL DETAILS  |

Date of Birth : 22nd March 1994

Languages : English /Hindi/ Marathi/ Konkani