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| **Nusrath****Nusrath.325170@2freemail.com** | C:\Users\hp\Desktop\New folder (2)\1.jpg |
| Personal statement  |
| I am a remarkably proficient and **certified finance professional** in quest of a deserved position in an organization that provides me a challenging and motivational work atmosphere. My capability to fit the slot perfectly is driven by my avid craving for knowledge. I stay updated about the undercurrent and contemporary happenings in my field of interest, i.e. **accounting and auditing** & this trait can definitely be advantageous for pushing organizational objectives forward. |
| Employment history |
| HamidHussain& Co. Chartered Accountants,Perinthalmanna Kannan&Kasim Associates Chartered Accountants, Kochi |  | *Nov 2013 – March 2016*Audit Executive *Dec 2012 – Aug 2013*Audit Executive  |
| Job related responsibilities during the tenure**Professional accomplishments &****Educational qualifications**  | * Preparing and finalizing of accounts as per the applicable laws.
* Conducting statutory & tax audits for NGOs, firms and companies.
* Conducting statutory audit for both nationalized & private bank.
* Conducting audit for a major retail chain business, hospital, school.
* Handling registration and incorporation of Companies, LLP & other entities.
* Completed CA-Inter group-1 and result awaiting for group-2
* Passed CA CPT as in December,2010
* Passed Bachelor of Commerce with Computer Application in 2013
* Completed Higher-Secondary from BHSE Kerala as on March, 2010
* Completed Junior-Secondary education from BHSE Kerala as on March, 2008
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| **Secretarial Acquaintance** **Computer and software proficiency****Domains of expertise** **Major clients handled**  | * Have knowledge on The Companies Act, 2013, Income Tax Act, 1961, Negotiable Instrument Act, 1881, The Partnership Act, 1932 and other basic labour laws.
* TDS filing, Income Tax filing, Service Tax filing.
* DIN/CIN application.
* Other statutory filing for Companies as per Companies Act.
* Adept in using Tally
* Knowledgeable in MS-Office
* Advanced SEO based browsing skills.
* Banking
* NGO
* Retail Chains
* Schools
* Hospital
* Hotels
* Firms & Companies
* Reliance Fresh
* Reliance Trends
* Reliance Digital
* Metro Hospital
* South Indian Bank
* State Bank of India
* Federal Bank
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| Key learnings Significant achievements Extra-Curricular Activities Hobbies & Interests Personal traits | * TheEveready Guidelines helped me to ensure that consistency of presentation and the quality of service meet the highest professional standards
* It enabled me to use current technology & tools to enhance the effectiveness of deliverables & service
* It has given me an insight into the inter-relationship of various functional areas of business
* The assignments gave an opportunity to apply theoretical concepts to practical situations
* It has helped me to study and analyze updates in generally accepted accounting principles, taxation and company law matters
* Recommended various Cost Savings areas which were implemented by the Management
* Suggested proper control framework for better work environment
* Analyzed and detected the excess interest charged by a financial institution
* Was a member of School Beautification Squad, Music Club and Computer Club
* Represented House Team in Athletics, Cricket and Football
* Listening to music
* Browsing and travelling
* Playing Sports Games
* Exceptional communication skills
* Skilled in financial analysis, decision making and mob management
* Capability to handle even the most strenuous situations
* Commitment to chase perfection by being innovative and perspiring
* Adherence to professionalism and timeliness
* Morally inclined and driven by ambitions
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| My Pro forma | * Nationality- Indian
* Visa Type: Visiting Visa
* Date of Birth – 02 January 1992
* Gender – Male
* Marital status – Single
* Languages known- English, Malayalam
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| References | Will be provided on request |