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| IMG_256 |  **CA Asad** **Asad.335123@2freemail.com** |
|  Middle Level Assignments |
|  Finance & Accounts Management, Budgeting & Forecasting, Taxation |
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|  Result Oriented Professional with rich experience in entire gamut of Accounting & Finance operations  |
|  entailing planning & executing finalization of year/quarter/month-end Financial Statements closure process |
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|  Target Industry: FMCG/Food Industry, Hospitality |
| **SUMMARY** |  **SKILLSET**  |
| ● Finance & Accounts Professional with over 4 years of experience. |  ▪ Accounting & Administration  |
| ● Track record of overseeing/monitoring Financial Statements including Trial Balance, Bank |  ▪ Bank Reconciliation  |
|  Reconciliation Reports Profit & Loss Account, Age-wise Accounts Payable & Receivables |  ▪ Cash Management  |
|  Statements and Balance sheets in compliance with time and accuracy norms. |  ▪ Credit Analysis  |
| ● Gained exposure in processing Payroll, compliance with TDS, Corporate & Individual Tax Returns. |  ▪ Enterprise Resource Planning  |
| ● Excellent Team Player & leadership with result driven & motivational skills to sustain growth  |  ▪ Financial Control/Analysis  |
|  momentum while motivating peak individual performances. |  ▪ Financial Planning & Analysis  |
| ● Gained Knowledge in and Performed Statutory - Tax Audits, VAT Audits and Internal Audits. |  ▪ Payroll Accounting  |
| ● Audit & Taxation Experience in diversified industrial spheres:  |  ▪ Variance Analysis  |
|  ▪ Ship Breaking Industry | ▪ Manufacturing Sector | ▪ Trading Sector |  ▪ Cost Benefit Analysis  |
|  ▪ License Dealing Industry | ▪ Not for Profit Organizations | ▪ Service Sector |   |
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| **CAREER** |  **IT SKILLS** |
| **PRAGATI FOODS (Food Industry, FMCG), Accounts/Finance Executive** | **Oct 2015, till date** |  Tally ERP-9 |
| ● Build, Develop and Improved a true, secure & robust Financial Data Information System. |  Microsoft Office |
| ● Increased Profits up to 6% by launching Cost Controlling Ideas. |  Advance Excel |
| ● Collaborating with Finance Functions, determining financial objectives, designing & implementing |   |
|  systems, policies and procedures to facilitate internal financial control and managed cash flow. |  **SOFT SKILLS** |
| ● Supervising the preparation of monthly financial, evaluation of projects based on Cost Benefits  |  ▪ Adaptability |
|  Analysis to arrive at its financial and commercial feasibility. |  ▪ Communicator |
| ● Managing Payroll processing function involving computation of salaries, attendance, leave, fixed & |  ▪ Creativity & Intuitive |
|  variable entitlements and filing of Income Tax, PF, TDS and other Statutory Returns. |  ▪ Dynamic |
| ● Computing & arranging for timely deposit of taxes (Income Tax, Sales Tax, Service Tax and VAT);  |  ▪ Innovator |
|  filing the returns for timely completion of Assessment and ensuring Statutory Compliance. |  ▪ Leadership |
| ● Coordinating and Handling preparation of MIS Reports, Budgets and Forecast as well as  |  ▪ Problem Solving |
|  undertaking analysis of key indicators for Decision Making. |  ▪ Result Driven |
|  |  ▪ Team Player & Collaborative |
| **O.P. RATHI & ASSOCIATES, Articleship, Mumbai** | **Sept, 2012 - 2015** |  ▪ Thinker |
| ● Launched & Implemented inventory control system, as well as inventory analysis techniques, and  |  ▪ Time Management |
|  achieved to reduce blockage of capital and proper inventory management. |   |
| ● Resolved, Negotiated and Secured positive outcomes from various taxation authorities. |  |
| ● Created, Volunteered & Mentored Project Reports for financial purposes. |  |
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| **Internal Audit of Key Clients and Work Area.** |  |
| ● Checking with statutory requirements, eligibility and expiry of liscences(Inventory) as per FTP. |  |
| ● Preparation of monthly Internal Audit Report & Financial Reporting as per Schedule III. |  |
| ● Vouching & Ledger Scrutiny of records and Reporting of major discrepancies to the management. |  |
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| **Statutory, Tax and VAT Audit of Key Clients and Work Area.** |  |
| ● Determination of Normal Loss and its analysis with Ship Breaking and Scrap Industry. |  |
| ● Checking of statutory compliance's specially in the field of Excise Duty and TCS (Income Tax). |  |
| ● Preparation and Reporting of Statutory, Tax(3CD) and VAT Audit Reports (Form 704). |  |
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| **EDUCATION** |  |
| **Course** | **Month/Year** | **Board/Institute** |  |
| Chartered Accountant | May, 2016 | Institute of Chartered Accountants of India |  |
| Bachelor of Commerce | March, 2014 | University of Mumbai |  |
| ● First Class in Audit & Strategic Financial Management in Chartered Accountant Final Examination. |  |
| ● Completed Bachelors of Commerce with First Class. |  |