|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IMG_256 | **CA Asad**  [**Asad.335123@2freemail.com**](mailto:Asad.335123@2freemail.com) | | | | | |
| Middle Level Assignments | | | | | |
| Finance & Accounts Management, Budgeting & Forecasting, Taxation | | | | | |
|  | | | | | |
| 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 | | | | | |
|  | | | | | |
| 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 |  |
|  | | | | |  |
| **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. | | | | |  |
|  | | | | |  |
| **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. | | | | |  |
|  | | | | |  |
| **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). | | | | |  |
|  | | | | |  |
| **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. | | | | |  |