**TAHURA**

B. Com Graduate, CMA Candidate

[**TAHURA.341074@2freemail.com**](mailto:TAHURA.341074@2freemail.com)



**CAREER OBJECTIVE:**

Bachelor in Commerce with major in Accounting and specialization in International Business, looking for an opportunity to enhance knowledge/ skills and gain experience in Accounting, Audit and its related sciences.

To secure a challenging position in organizations of global repute and attain wide exposure to the business world and to be a professional in the field.



**PROFILE SUMMARY:**

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|  **Budgetary Control** |  **Finalization of Accounts** |  **Bank Accounting** |
|  **Financial Analysis** |  **Insurance Accounting** |  **Standard Costing** |
|  **Accounting for NPOs** |  **Audit Planning & Control** |  **Departmental Accounting** |
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* Analyzing the position of the company by performing an analytical review of Income statement and Balance Sheet using various ratios
* Possess leadership experience required for effective direction, honed with excellent communication and presentation skills
* Proficient in Book keeping, management of store ledgers and preparing bank reconciliation statements, and implementing measures to avoid wastage and improve efficiency
* Valuation of companies and firms and computation of compensation using Halsey, Rowan, Merric’s and Taylor’s premium plans
* Determining marginal and standard costs and conducting break-even and variance analyses
* Adapting and tailoring accounting knowledge for better application to organizations with branches or departments.
* Preparation of financial books and maintaining ledgers in accordance with the Generally Accepted Accounting Principles (GAAP)



**EMPLOYMENT DETAILS/WORK EXPERIENCE:**

Actively seeking quality work experience in the field of accounting, auditing and related sciences in order to gain proficiency and knowledge of its applicability to organizations, gradually exploring and expanding my knowledge and skill base, transitioning from an amateur to an ultimate professional.

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**EDUCATIONAL AND PROFFESSIONAL QUALIFICATIONS:**

**Certified Management Accountant (CMA), IMA (Present)**

* Attempting CMA Part 1 (Financial Reporting, Planning, Performance and Control) in February, 2017

**Osmania University, Hyderabad**

* B. Com (International Business) with Major in Accounting (June 2013-April 2016)

**The Indian High School, Dubai (CBSE)**

* Secured 93% in All India Senior School Certificate Examination (AISSCE) in Class 12 (2013)
* Secured CGPA of 9.6 (96%) in All India Secondary School Examination (AISSE) in Class 10 (2011)



**TRAINING COURSES:**

* Successfully completed training in “Soft Skills and Personality Development” through Student

Employability and Entrepreneurial Development (SEED) program from SMART SPOC Consulting (July- September 2015)

* Successfully completed SAP01- SAP Overview via SAP Education’s Site License Program



**KEY SKILLS:**

* Proficient in Microsoft Word, Excel and PowerPoint
* Knowledge of Tally ERP 9 Software
* Overview of SAP ERP
* Innovative and time efficient, with ability to finish work within deadlines
* Punctual, adaptable, hardworking and a quick learner tackling tasks according to their degree of importance
* Elected or assumed leader for all group projects assigned in college
* Excellent command over the English language, both verbal and written



**ACHIEVEMENTS:**

* Won English Debate, Poetry Writing and Autobiography Competitions in College
* Won in group Documentary Making Competition in College
* Front line worker in the organization of a Concurrence, a trade exhibition in Hyderabad; responsible for contacting traders, arranging meetings and inviting sponsorships and also assigned to be the key reporter and presenter of its post-analysis.
* Elected leader of projects in College in the subjects of Accounting and Business Law, requiring application of theoretical knowledge and analytical skills.
* Submitted a research project on Norway, highlighting its cultures, traditions, cuisine, tourist attractions and international relations.

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* Compered in Induction and Farewell programs conducted in College
* Single- handedly prepared sponsorship profiles and proposals with informed guidance
* Scored above 90% in the Accounting Subjects, both in School and College
* Selected for Math++ in school, a program for selected students proficient in Math

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| **PERSONAL DETAILS:** |  |  |
| **NATIONALITY** | **:** | Indian |
| **DATE OF BIRTH** | **:** | 5th September 1995 |
| **MARITAL STATUS** | **:** | Single |
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| **VISA STATUS** | **:** | Father’s Sponsorship |
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