[ALI.341952@2freemail.com](mailto:ALI.341952@2freemail.com)

**ALI**

CAREER OBJECTIVE

**OBJECT**:-

To employ my knowledge and experience with the intention of securing a professional career in Accounts/Finance/Audit with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

|  |  |
| --- | --- |
| Job Title | Accountant /Auditor |
| Job Location | UAE |
| Nationality | Indian |
| Notice Period | Immediately |
| Visa Status | Visit Visa |
|  |  |

PROFESSIONAL QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Examination** | **Board/University** | **Percentage** |
| 2016 | CA Final | Institute of Chartered Accountants of India(ICAI) | Ongoing |
| 2014 | CA inter | Institute of Chartered Accountants of India(ICAI) | Completed |

ACADEMIC QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **Year** | **Examination** | **Board/University** |
| 2011 | B.Com | University of Calicut, Kerala, India |
| 2008 | Class XII | Board of Higher Secondary Examination,Kerala, India |
| 2006 | Class X | Board of Public Examination,  Kerala, India |

WORK EXPERIENCE

* Organization : Kumar &Biju Associates,Chartered Accountants.

Location : Kochi– Kerala.

Position : Articled Assistant

Period : 3 years (14August 2013 to 13August 2016)

AREA OF WORK EXPERIENCE

**Finance and Accounts**

* Independently handle the complete books of accounts up to finalization and manage day to day activities of the accounts department.
* Update, verify and maintain accounting journals and ledgers and other financial records.
* Bank reconciliation and reconciliation of debtors and creditors
* Prepare periodical financial statements such as weekly, monthly, quarterly and yearly as per the instructions from the management.
* Preparation of financial budgets,forecasts and projections.
* Aging analysis of accounts receivables and payables and follow up with the customers and suppliers.
* Monitoring petty cash transactions and posting petty cash vouchers.
* Inventory control including valuation and physical verification.
* Develop, manage, and maintain comprehensive payroll records by calculating deductions and earnings.
* Able to use own initiative to work as part of team under pressure to meet challenging deadlines.
* Ensure confidentiality and security of all financial files
* Liaison with management for monitoring any contingency which need to be reserved.
* Prepare, Co-ordinate and assemble year end accounts, schedules and information for the annual audit and provides assistance to external auditors in the review of financial operations.

**Audit**

Conducted statutory and internal audits of following organizations:

* Companies (manufacturing and service sector)
* Co-operative Societies
* Partnership firms
* Trusts
* Banks
* Educational Institutions&Individuals.

**Taxation**

* Preparation and Computation of annual income and Filing of return of income of all types of entities. (Individuals, Partnership firms, trusts, Companies)
* Conducted tax audits of aforesaid entities & have taken part in various tax planning & corporate tax issues.
* Have done Value Added Tax audits as per Kerala Value Added Tax Act.

COMPUTER EXPERTISE

* Completed 100 hours of Computer Training under Institute of Chartered Accountants of India.
* Proficient to use MS Office, Tally ERP, Peachtree, Quick bookand confident to do any accounting software.

STRENGTH

A sincereand dedicatedperson who iswillingto learn andcan quicklyadapt, and also havingstrongbelief in God.

EXTRA-CURRICULAR ACTIVITIES

* Class representative at school.
* Co-ordinator for different group activities.
* Financial Secretary in a charitable trust.

PERSONAL DETAILS

Gender : Male

Nationality : Indian

Marital status : Single

Date of Birth : 10-08-1991

Language Known : English, Malayalam, Hindi.

*Iherebydeclarethattheabovementioneddetailsaretruetothebestof my knowledge.*