**CURRICULUM VITAE**

**HARIS**

[**HARIS.349173@2freemail.com**](mailto:HARIS.349173@2freemail.com)

**OBJECTIVE**

Intend to build a career with a leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself completely and realize my potential.

**PROFILE SNAPSHOT**

A goal oriented professional with experience in:

|  |  |  |
| --- | --- | --- |
| * **Auditing** | * **Book Keeping** | * **Corporate Finance** |
| * **Financial Reporting** | * **Budgeting/Financial Forecast** | * **Internal Control** |

* Well experienced in planning, organizing, executing and leading the various internal, statutory and managerial audits at many renowned organizations.
* Coordinates work with Risk, Legal & Compliance and other control-related activities.
* Adept in accounting processes and systems, book keeping, internal controls, documentation, analysis and presentation of complex financial data to facilitate decision making.
* Provide management over a portfolio of clients and deliver high quality audit and assurance service, including preparing and reviewing audit plans and work.
* Prepares timely reports for executive management and the Board of Directors.
* Financial planning, report preparation and presentation of financials.
* Ample exposure in preparing and executing budgets as part of project reports for raising external finance.
* Eminent in presentation of periodical financial statements and related reports to the management, shareholders etc.
* Proficient in MS Excel, MS Word, Tally ERP, etc..

**PROFESSIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Marks Obtained** | **Year of Completion** |
| * **CA Intermediate** (Institute of Chartered Accountants of India) |  | May 2011 |
| * B.Com   (IGNOU University) |  | Result Waiting  (Final Year ) |
| * Higher Secondary (Kerala HSE Board) | 90% | March 2009 |

**WORK EXPERIENCE**

* **PPKK & ASSOCIATES**, **Chartered Accountants-Calicut ( A sister concern of CALIBER MIDDLE EAST**- **UAE)**

Designation: - **Audit Article** From September 2011 to September 2014

* **M/s NAM & CO**, **Chartered Accountants, Thrissur.**

Designation: - **Audit Manager** From November 2014 to December 2015

* **PINNACLE MOTOR WORKS PVT LTD, Trissur.**

Designation: - **Accounts Officer** From January 2016 to January 2017

**KEY ACHIEVEMENTS**

* **Managed internal Audits of :**
* Bharath Sanchar Nigam Limited (Leading Public Sector Telecom Company in India).
* Milma (Leading milk and milk product producers in India).
* Federal Bank Ltd
* Concord Constructions Pvt Ltd
* MES College of Engineering.Etc…
* **Managed Statutory and Tax Audits of:**
* Canara Bank Ltd
* SB Electricals (Authorised Dealers of Mahindra and Mahinda Ltd)
* Logosphere Property Developers Pvt Ltd
* Muslim Service Society (Charitable Trust), etc…
* **The following duties are performed while worked as an Accounts Officer:**
* Designed an accounting structure for the entire Company and become a part in development and implementation of Company’s customized Software.
* Handled the responsibility of managing Accounts Receivables and Payables.
* Prepared the detailed monthly profit and loss accounts by breaking down the figures by branches and head office.
* Handled the Accounts finalization work from start till the end.
* Payroll preparation and disbursement of staff expenses.
* Attended the Income Tax and Sales Tax hearings.

**TRAININGS AND WORKSHOPS ATTENDED**

* 100 Hours Information Technology training from ICAI, Calicut Chapter.
* General Management and Communication Skill course from ICAI.
* Seminars on Tax Audit, Accounting standards and Companies Act 2013.

**DECLARATION**

I, HARIS do hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

Place :

Date: