**CURRICULAM VITAE**

Experience, Graduate with Computer Skills

**Abdul**

**Abdul.350096@2freemail.com**

**SUMMARY**

* Worked 2.5 Months as Accountant in Minds Training Center (Sharjah - UAE).
* Worked1 year as Accounts&Audit Executive in SPP & Associates (India).
* Completed 3 years of Accounts & Audit Internship with Bhandawat& CO, Chartered Accountants (India).
* Experience in handling Accounts up to finalization and taxation, Payroll WPS, Pettycash register, Construction funding audits, Tax audits, Stock Audits.
* Completed General Management & Communications Courseconducted by ICAI.
* Good communication skills.
* Maintaining strict confidentiality of all information and records.

**Aim**

To work in an organization wherein I can translate my skills along with my academic background and experience to make meaningful contribution to the organization.

Upgrading and sharing of information and skills with team members to make a meaningful contribution to organization I work for.

To create a work friendly environment along with colleaguesand to have a good job satisfaction.

**Work Experience**

***Minds Training Center (UAE)*** *(Aug 16 to Oct 16)*

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**Accountant**

* Book Keeping.
* Preparing monthly financial report.
* Ensure weakly reconciliation of all the suppliers and customers.
* Ensure to keep updated on accounts payable& receivable.
* Daily Cash statement entries / Reports.
* Preparing Payroll register for management and WPS.
* Monthly reconciling Bank statement.
* Handle other day to day functioning of the Accounts.

***SPP Associates***

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**Accounts & Taxation& Audit related** *(Aug-2015 to Aug 16)*

* Finalization of accounts, Profit and Loss statement, trail balance of construction,Retail, Restaurant,Travel and Chemical industry.
* Preparation & review of balance sheet in revised schedule VI format including depreciation working & notes to accounts.
* Preparation of tax audit report .
* Filing of various statutory returns( like service tax, vat, income tax).
* Stock audit, stock numbering (Fixed Asset).
* Handle other day to day functioning of the Accounts.
* Pay Roll register.
* Monthly reconciling Bank statement.

***BHANDAWAT & CO. Chartered Accountants***

**Accounts & Audit (Internship) for 3 years (**Sep -12 to Aug-15)

**Key Assignment/ Responsibilities:**

**Accounts & Taxation& Audit related**

* Finalization of accounts of Real estate, Restaurant,service industry.
* Preparation & review of balance sheet in revised schedule VI format including depreciation working & notes to accounts.
* Preparing financial Reports such as sales, purchase, bank, cash inflow, final statement etc. as and when required by the management.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Conducted statutory audit
* Daily Cash statement entries / Reports
* Filing of various statutory returns( like service tax, vat, income tax)
* Carrying out & Reviewing construction finance facility audits & finalization & submission of audit reports to financial institutes.
* Handle other day to day functioning of the Accounts.

**IT Skills**

* Operational knowledge of MS Office - Word, Power Point
* Command over MS excel, Tally ERP9
* 100 Hours of Compulsory Computer training from ICAI.

 **Professional Qualification**

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| **QUALIFICATION** | **INSTITUTE** |  |
| CA (IPCC Inter) | Institute of Chartered Accountants of India (ICAI) | Appeared |

**Academic Qualification**

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| --- | --- | --- | --- |
| **QUALIFICATION** | **UNIVERSITY / Board** | **YEAR** | **RESULT** |
| B.Com (Accounting & Finance) |  Mumbai University | 2012 | 71.16% |
| H.S.C. | Maharashtra State Board | 2009 | 68.83% |
| S.S.C. | Maharashtra State Board | 2007 | 42.43% |

Personal Details

Date of Birth : 01-04-1992

Gender : Male

Marital Status : Single

Languages Known : English, Hindi, Tamil&Marathi

Visa Status : Visit Visa ( Valid Till 28th May 2016 )