**1)**

Mahammadtalha



OBJECTIVE



Seeking an opportunity in an organization where I can apply my academic skills and professional practice to constantly upgrade my knowledge and contributing towards growth of the organization



PROFESSIONAL QUALIFICATIONS: CMA

**Cost and Management Accountant (CMA)**

2016

Institute of Cost Accountants of India (ICAI)

ACADEMIC QUALIFICATIONS



**Master of Commerce (Major Financial Management)**

2013

Sardar Patel University

**Bachelor of Business Administration (Major Advance Finance)**

Sardar Patel University

2011

**Higher Secondary Certificate (H.S.C)**

2008

G.S.H.S.E.B

EDUCATIONAL ACHIEVEMENTS



* Received merit scholarship from school .
* Secured Highest Marks in Finance in Baroda Chapter in Final Examination Conducted by ICAI.

EXTRA CURRICULAR ACTIVITIES



* 1st division - Inter-School Math’s Competition, M.M.Highestschool.
* Volunteer - Fundraiser for Welfare of the Blind Children.
* Organizer - Alumni Celebration , AMCOST , ANAND

PROFESSIONAL EXPERIENCE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | **May-2013 to Dec-2016** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | Company |  |  |  | Sneh Accounting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Position |  |  |  |  |  |  |  | Accountant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Company Briefing |  |  |  |  |  | Accounting | and Auditing | Firm |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Bank Reconciliation | and ledger |  | Scrutiny |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Responsibilities |  | include. |  |  |  |  | Book-keeping of sales,purchase, |  | Job |  | work | Invoices | . |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | & expenses |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Income v/s | Expense analysis. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | knowledge | up to | Finalization of Accounts |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | **Feb-2012 to March 2013** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | Company | Oswal Machinery Limited |  |  |  |  |
|  |  |  | Position | Cost and Management Trainee |  |  |  |  |
|  |  |  | Company Briefing | Manufacturers of Material Handling Equipments mainly Cranes, Conveyors. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Preparation of Monthly Production Plan |  |  |  |  |
|  |  |  |  | Responsibilities Include. | Service tax Compliance. |  |  |  |  |
|  |  |  |  | Variance analysis |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | Preparation of cost sheet |  |  |  |  |
|  |  |  |  |  | Assisting in Stock Audits and Physical Stock Taking. |  |  |  |  |
|  |  |  |  |  | Petty Cashier. |  |  |  |  |
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TECHNICAL SKILLS

MS Office, Advance Excel, Tally ERP 9.0

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DECLARTION

Hereby I declare that the above mentioned details are true to the best of my knowledge.