HANAN

HANAN.366652@2freemail.com

Results driven accounting professional with extensive experience in corporate audit, data analysis, accounting efficiency and financial performance reporting. A proactive approach with the ability to work autonomously and as a part of a team.

### ACADEMIC QUALIFICATION

Bachelor of Commerce, 2009

University of Mumbai

### Professional QUALIFICatION

Professional Competence Course (Inter CA), 2010

Institute of Chartered Accountants of India (ICAI)

### Skills

Proficient in the use of MS Excel and MS Word.

Conversant in the use and application of accounting software ‘Tally’.

### ADDITIONAL INFORMATION

Completed 15 days of General Management and Communication Skills (GMCS) programme by ICAI.

Completed 100 hours of Informational Technology Training programme by ICAI.

Fluent in English and Hindi.

### PERSONAL INFORMATION

Date of Birth: June 27, 1988

Marital Status: Married

Visa Status: Dependent Visa (Spouse)

Driver’s License: UAE and India

## EXPERIENCE (+4 YEARS)

***Audit Associate, Sept 2013 – Dec 2014 (15 months)***

***Grant Thornton – UAE***

The experience at the firm has enabled me to develop an understanding of the key business process, accounting and internal control system and the regulatory environment of several organizations.

* Performed audit engagements in accordance with International Standard on Auditing (ISA) to ensure compliance with the International Financial Reporting Standards (IFRS), International Accounting Standard (IAS) and other regulatory framework.
* Performed audit functions, including audit planning, gathering of audit evidence, substantive and analytic testing, internal control testing and conclusion of the audit.
* Analyzed financial information and reviewed accounting entries related to areas of income, expense, payroll, bank, capital assets, prepayments and accruals.
* Resolved accounting discrepancies and recommended accounting policies and procedures to the businesses of clients.
* Assisted clients and seniors in preparation of Financial Statements in accordance with IFRS, IAS and other regulatory framework and guidelines. Also, prepared documentation supporting the audit opinion.
* Conducted independent audit assignments and drafted Financial Statements for small sized entities.
* Provided timely feedback to seniors and managers in relation to ongoing job performance and ensured jobs are completed on agreed deadlines.
* Established good working relationship with clients through regular communications, professional advice and feedback.
* Assisted in the training and coaching of junior staff members.
* Gained audit experience in hospitality, trading, service and retail sectors.

*Article Assistant, Mar 2007 - Nov 2010 (+3 years)*

*Poneet Gupta & Co. and H.P. Chaudhary & Co. – Mumbai, India*

* Gained experience as an Article Assistant (as per guidelines of ICAI) in performing Statutory and Internal Audits.
* Gained audit experience in manufacturing and shipping sectors.
* Performed Income Tax Audit for individuals and companies.
* Prepared personal balance sheets for individuals for income tax returns.