***CURRICULUM VITAE***

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| **Adnan**  **Audit Accountant**  **(3 years of Experience)**  **Email :** [**adnan.378033@2freemail.com**](mailto:adnan.378033@2freemail.com)  **C/o-Contact no : +971504973598**  **Address & : Burjuman,**  **Location : Dubai.** | **C:\Users\HP\Desktop\IMG-20171006-WA0012 - Copy.jpg** |

***Dedicated, Skilled with a wide range of Accounts, Audit & Finance knowledge, effective communication and Management skills.***

**Career Objective**

To embark upon a challenging career that provides me a wider scope for the application of my skills, knowledge & Experience with commitment and proficiency. To pursue a career with Finance, Accounts, Audit and Office Administration tasks in Various Organization.

**Profile:**

* 3 years of experience in Finance& Audit (Internal Audit).
* Good Presentation Skills with strengths in Accounting Records.
* Qualified & well-trained finance, accounts & audit professional.
* Possess detailed knowledge of accounting procedures, finance management & audit verification procedures
* Ability to handle Accounting, Auditing process (Audit Risks & frauds, Loss prevention)
* Strong communication and influencing skills.
* Possess excellent analytical, management, administration & problem solving skills.

**Professional Experience:**

**Organization : Eswar & Company (Chartered Accountants)**

**Designation : Audit Accountant(Internal Audit)**

**Duration : 3 years. (Nov 2014 – Dec 2017)**

**Roles and Responsibilities:**

* Collect and analyze data to detect deficient controls duplicated effort extravagance fraud or non-compliance with laws regulations management policies and effort to management about asset utilization and Audit results & recommend changes in operations financial activities.
* Identify and report process improvements, value added observations for audited units that help enhance operational effectiveness, customer service quality and efficient use of resources.
* Ensure adequate documentation is maintained to substantiate all audit related issues and Prepare reports of audit and investigative findings, related risks, causes and suggestions for improvement in an efficient, timely concise manner.
* Communicate audit findings with management at the end of audit fieldwork through a discussion period through written reports,Verify Reconciliation statements, Cash book balances
* Inspect cash on hand notes receivable and payable, negotiable securities cancelled check to confirm records are accurate. Prepare, analyze and verify financial reports and statements and other records using accepted accounting & procedures to assess financial condition.
* Examine records of tax return related documents such as Income tax, VAT, Service tax, EPF, ESI.
* Audit payroll and personnel records to define Employees/workers compensation coverage liabilities compliance with laws such as EPF, ESI etc.
* Conducting the Audit of Educational, Charitable Institutions, Manufacturing & Retail companies.
* Auditing according to Income Tax & Companies Act, Under Government of India norms. Verify Invoices/Expense Reports/Payment Transactions, Trial Balance, Bank Reconciliation statements, Cash books & Financial Statements.
* Preparation of Audit Reports in Excel and Word formats.
* Verification of Salary payments made to the employees per organization manuals.
* Check & Verify Income Tax & Service Tax, VAT Payments, EPF & ESI payments.are made correctly according to Income Tax & Companies Act, Under Government of India norms.
* Preparation of Spreadsheets, Audit & Accounting Reports.
* Preparation of Cash flow & Bank flow Statements.
* Maintenance of Accounts related to Individual, Company Accounts in accountingsoftware (Tally).

**Professional Qualification:**

* BAT (Business Accounting & Taxation Course) from EDUPRISTINE INSTITUTE
* Course Highlights (Accounting Concepts, Purchase process (Accounts Payable),Sales process(Accounts Receivable), Service Tax, VAT, CST, GST, Excise Duty, TDS, Direct Taxation, Payroll, PF & ESI.

**Educational Qualification:**

* Master’s in Business Administration **(OSMANIA UNIVERSITY) year 2014-2016.**
* Bachelor of Commerce (**MAHATMA GANDHI UNIVERSITY**) **year 2011-2014.**

**Technical Skills:**

* Accounting Software’s (**Tally ERP**)
* MS-Office (**Word, Excel, PowerPoint**)
* Languages Can Speak (Perfect): **English, Hindi, Urdu, and Telugu.**

**Awards & Achievements:**

* Awarded with 1st prize in the District level Essay writing competition conducted by consumer club of N.G. College (During Graduation) on occasion of Consumer Day Celebrations from Nalgonda District, Telangana State, India.

**Strengths:**

* Excellent Communication Skills
* Self Confidence
* Quick Learning
* Sincere
* Punctual
* Goal Oriented
* Good in Team Work

**Personal details:**

* **D.O.B : 03-09-1992**
* **Gender : Male**
* **Marital Status : Unmarried**
* **Nationality : Indian**
* **Location : Burjuman, Dubai.**

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge, I am confident that I can fulfill your esteemed organization’s requirements. I wish and hope that I’ll get the privilege of serving your organization.