# Safdar Image.jpgName - Mohammed

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 **Objective**

I am seeking a role in the Auditing and Accounting Profession within a respected organization to gain further accountancy exposure and expertise that would help me to prosper professionally.

 **Core Skills**

* An experienced Audit, Accounts and Taxation Assistant performing the work with determination and sincerity.
* Self Handled assignments of Statutory Audit, Tax Audit, Preparation of Financial Statements, Audit Reports, Internal Audit and accounting of Companies and Firms.
* Self-motivated and analytical, with passion to succeed desire to excel in the area of Accounts and Finance.
* Devoted Professional and Hard worker and an attentive Listener.
* Zeal to learn new concepts quickly and Applying innovative ideas for achieving best results.
* Strong communication, interpersonal and relationship management and analytical skills.

**Education Summary**

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| **Professional Qualifications** |
| **Qualification** | **Board/University/ Institute** | **Duration** | **Education Status:****Merit/Class** |
| **From** | **To** |
| Chartered Accountants - Final | Institute of Chartered Accountants of India | March 2016 - Nov 2016 | Awaiting for results |
| Chartered Accountants - Integrated Professional Competence Course | Institute of Chartered Accountants of India | 2010 | 2011 | Merit |
| Chartered Accountants – CPT | Institute of Chartered Accountants of India | 2010 | Merit  |
| **Academic Qualifications** |
| Bachelor of Commerce  | University of Mumbai  | 2007 | 2010 | First Class |
| Higher Secondary Certificate Examination | Maharashtra State Board of Secondary and Higher Secondary Education, Pune, Division - Mumbai, Country – India | 2006 | 2007 | First class |
| Secondary School Certificate Examination | Maharashtra State Board of Secondary and Higher Secondary Education, Pune.Division – Kolhapur, Country – India | 2004 | 2005 | Distinction |

**Experience Details**

**Employment Details :**

* As a Audit, Accounts and Taxation Assistant in Anam & Associates, Chartered Accountants, Pune, Country – India.
* From 22nd June, 2015 till 20th February, 2016.

 **Experience during the course of Employment**

* Accounting of Sole proprietors, Partnership Firms.
* Statutory Audit and Tax Audit of Companies (Statutory Audit of National Insurance Company Limited, Divisional Office - Pune).
* Ledger Scrutiny of Accounts and Preparation and Presentation of Financial Statements.
* Preparation and Filing of Income Tax Returns, VAT Returns and Service Tax Returns.
* Preparation and Filing of Tax Audit Reports.
* Advising clients on Income Tax and Service Tax related issues and compliance with Laws and regulations.
* Advising clients on Maintenance of books of Accounts, Stock registers and other Records.
* Preparation and Filing of TDS Returns, TDS Reconciliation Statements and TDS Rectification statements.
* Preparation of Certificates i.e. Debtors Certificates, Creditors Certificates, Foreign Remittance Certificates(Form 15CA, 15CB) & Cash Credit Interest Reconciliation Certificate.
* Drafting of Partnership Deeds.
* Reconciliation of Bank Statements, Debtors and Creditors.

**Work Experience during training**

Completed 3 years of articleship with R. R. Pethe & Co., Chartered Accountants, Mukund nagar, Pune`, Country – India.

**Duration: February 2012 to February 2015**

 **Training Experience:**

* Performing regular audit and assisting the management of company with identifying and assessing potential risks and any expected or identified fraud.
* Establishing constructive relationship with management in charge of the audit assignment to help resolve issues arising during the course of audit.
* Maintaining cordial relation with clients for conducting audits which involves conducting verification of various books of accounts to detect any possible misstatement due to error or fraud, verifying that accounts prepared by clients conform to accounting standards, evaluating internal control systems / procedures.
* Understand client business and end to end business processes with a view to determine the audit plan and strategies.
* Finalizing accounts and preparing audit reports after analyzing relevant books of accounts and schedules thereof and making recommendations in order to ensure that accounts are prepared and maintained in conformity with the statutory regulations.
* Preparation of Income tax returns of individuals, corporate and non corporate entities.
* Compliance of Returns of Service Tax, VAT and Professional Tax of various Corporate and Non Corporate entities.
* Providing coaching and guidance to sub-ordinates.
* Looking after proper upkeep of statutory documents while ensuring adherence to specified rules and regulations.
* Performing tax audit and other tax assignment to verify compliance with taxation laws in India.
* Involved in Audit in accordance with requirements of Auditing standards and GAAPs.
* Involved in scrutiny Assessment and Appeals under Indian Income Tax Act.

 **Achievements: Academic and Extra Curricular Activities**

* Attended Seminars on Company Act, 2013 and Service Tax.
* Attended National conference of ICAI on Tax audit.
* Best Presenter of project on Anti - Money Laundering Act in the General Management and communication skills course held by Institute of Chartered Accountants of India.
* **1st prize:** Intercollegiate chess Competition

 **Computer Proficiency**

**Packages**  **:** MS-Office (Word, Excel and Powerpoint), Basic Knowledge of SAP.

**Knowledge of Tally :** ERP 9 and Tally 7.2

**Application Software :** Taxbase, Winman (CA ERP).

**Operating System :** XP, Windows 7

Completed 100 hours Information Technology Training Course held by Institute of Chartered Accountants of India.

**Personal Details**

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| **Date of Birth** | 11.03.1990 |
| **Languages Known** | English, Hindi and Marathi. |
| **Strengths** | Hard Worker, Confident and Patient |
| **Marital Status** | Single |