

**PROFESSIONAL SUMMARY**

* CMA- Intermediate from Institute of Cost Accountants of India.
* CA-IPCC (Intermediate) from Institute of Chartered Accountants of India.
* B.com (Cooperation) from Kannur University.
* Area of Specialization includes Tax consultancy, VAT audit, Company audits, Internal audits, Concurrent audit and Bank audits.
* Sound knowledge in both computerized and manual accounting.

**IT SKILLS**

* Familiar with Tally ERP Version, Trade easy
* Sound working knowledge in MS Office, MS Excel, MS Word,
* Banking Software like Flexcube and B@ncs99.
* Income tax return utilities and

Software’s

**PERSONALDETAILS**

Date of Birth : 25-01-1991

Nationality : Indian

**LANGUAGES KNOWN**

English : Professional

Malayalam : Native

Tamil & Hindi : Speak

**SHAHEEM**

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**Email :** [**shaheem.387808@2freemail.com**](mailto:shaheem.387808@2freemail.com)

# OBJECTIVES

Seeking a challenging accounting, auditing and finance job in a progressive organization, where I can utilize my skills, experience and capabilities to achieve the organizational goals and grow along with it.

# EXPERTISE

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| --- | --- |
| * Accounts Finalization | * Financial Analysis |
| * Internal Audits | * Budgeting |
| * Tax Audits | * Inventory Management |
| * Bank Audits | * Cash Flow Management |

# EXPERIENCE SUMMARY

AUDIT ASSISTANT JUNE2016 - JUNE2018

S.GAUTAMCHAND & Co., CHARTERED ACCOUNTANTS

AUDIT ASSISTANT JUNE2015 - MAY2016

U.MOHANAN FCA & Co., CHARTERED ACCOUNTANTS

ACCOUNTANT SEPTEMBER 2012 - NOVEMBER 2013

KVR VEHICLES PVT.LTD

# EDUCATION

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| --- | --- | --- |
| CMA intermediate | ICMAI | December 2017 |
| CA IPCC | ICAI | November 2014 |
| Bachelor of commerce | Kannur University | November 2012 |

# SKILLS & STRENGTHS

* Evaluation, Design Implementation & Reporting of Internal Controls.
* Sound knowledge in accounting principles and practices, Direct and indirect taxation
* Accounts Payables (AP)/Account Receivables (AR) Review and Analysis
* Accounting Skills, Corporate Reporting Skills & Deadline Oriented, Confidentiality.
* MIS Report Generation, Review, Analysis and Reporting, Time Management.
* Self Motivated, Hard Working, Team Player, Integrity, Reliable, Adaptability, Optimistic, Initiative, Dynamic & Having Excellent Analytical & Communication Skills.

# PROFESSIONAL EXPERIENCE

**AUDIT ASSISTANT JUNE2016 - JUNE2018**

**S.GAUTAMCHAND & Co., CHARTERED ACCOUNTANTS**

**Responsibilities:**

* Performed taxation services for clients including tax computation, capital allowance computation, balancing allowances, charges Computation, deferred tax computation and tax provision.
* Prepared financial statement of various enterprises in conformity with the Generally Accepted Accounting Principles in India.
* Monitored financial activities of clients with emphasize on ratios and margins.
* Assisted audit seniors in consolidation of work.
* VAT Audit (Sales Tax Audit) of various enterprises.
* Tax Planning, calculation of advance taxes and TDS, Computation Indirect Tax Liability as per Indian statute.
* Provided detailed analysis of audit findings to provider and client.
* Assisted and performed external financial audits, prepared audit plans and reports.

**AUDIT ASSISTANT JUNE2015 - MAY2016**

**U.MOHANAN FCA & Co., CHARTERED ACCOUNTANTS**

**Responsibilities:**

* Statutory Audit & Concurrent Audit of branches of many nationalized and private banks.
* Expert in assessment proceedings of search, survey, scrutiny and appeal cases.
* Filing of Income Tax Returns and Audit Forms.
* Understand Audit guidelines/ able to perform complex audits independently.
* Discussion with Clients and detailing the major issues and recommendations.
* Conduct briefing sessions about the work done on a weekly basis to the partners of the firm.
* Study, inspect & assess - budgets, balance sheets and other related financial statements & records.
* Preparation of Project Reports and Budgets.
* Accounting & Bookkeeping, Tax Audit and Statutory Audits of various enterprises.
* Preparing, maintaining and up keeping of accounts of various large and small enterprises.

**ACCOUNTANT SEPTEMBER 2012 - NOVEMBER 2013**

**KVR VEHICLES PVT.LTD**

**Responsibilities:**

* Assist in preparing financial statements, present the same to manager-accounts for verification and submission to management.
* Manage day to day financial transaction of the company.
* Drafted and prepared journal entries, bank reconciliations, account receivables and accounts receivables.
* Ensure reconciliation of all sub ledgers and general ledger is performed on regularly.
* Check monthly BRS of all bank accounts maintained, resolve any differences in a timely manner.

# TECHNICAL QUALIFICATION

* Completed 100 Hours of Computer Training from The Institute of Chartered Accountants of India.
* Completed 100 Hours of Computer Training from The Institute of Cost Accountants of India.
* Completed Orientation training program –The Institute of Chartered Accountants of India.

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