



SHAMIL.T
M.COM in FINANCE
Kerala - Calicut
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Professional Accounts Audit Assistant-M.com Finance

Profile:

Entry level Accounts Audit Assistant in finance with an overall experience of 1 years in with an extensive knowledge of Accounts Management, Auditing, Tax Management, Income Tax and GST Filing which has helped clients in Taxation of varying size and complexity. My strengths lie's in the Accounts management and Auditing where I have helped clients to achieve several large, medium and small scale firms Accounts within the time schedule.

Area of interest:

- Auditing
- Account Management
- Tax Management
- Income Tax Filing
- GST Filing
- Final Accounts Preparation

Career History:

07/2017 to 07/2018

MOHAN & MOHAN ASSOCIATES
CHARTERED ACCOUNTANTS,
Calicut, Kerala, India
ACCOUNTS AUDIT ASSISTANT

03/2021 to Still working

LAMIT GROUP
TILES AND SANITARY,
Mallapuram, Kerala, India
ACCOUNTANT

Description :

Mohan & Mohan Associates Established in 1980. This consultancy provides a full spectrum of financial and accounting services, investment consultancy, project evaluation and services related to all types of business and corporate agreements. Their spectrum of services cover accountancy, internal audit, management audit, direct taxes, indirect taxes, business setup and BPO/KPO setup. Specialising in providing end-to-end support to start-ups, the services cover company formation, LLP formation, shop act registration, IEC code, MVAT/ CST registration and excise registration.

Major Responsibilities:

- Preparation and finalization of year end and interim financial statements including consolidation of branch accounts.
- Experience in internal and statutory audits of various entities and reporting to the management based on the audit performed.

- Tax planning and filing of income tax and sales tax and GST returns.
- Preparing projected balance sheet and profit & loss account.
- Analyse cash flow and suggest effective method to increase the profitability of the organization.
- Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
- Experience in TDS compliances.

Educational Qualification:

1. **MASTER OF COMMERCE IN FINANCE, 2020.**
CALICUT UNIVERSITY – KERALA, INDIA
2. **BACHELOR OF COMMERCE IN FINANCE, 2017.**
CALICUT UNIVERSITY – KERALA, INDIA
3. **COMMERCE IN COMPUTER APPLICATION, 2014.**
BOARD OF HIGHER SECONDARY –KERALA, INDIA




Key Skills and Competencies:

- Experience of interpreting specifications and preparing Accounts and Audit.
- Ability to multi-task in a demanding Audit environment.
- A strong track record in delivering Accounts within the time schedule.
- Good articulation and written communication skills.
- Self-Motivated, Self-Confident and Quick Learner.
- Hard Working Nature.
- Sincerity in Completion of Work with attention to detail.
- Ability to deal with people diplomatically.
- Ability to work with team as well as individually.

Computer Proficiency:

- Accounts software **TALLY.ERP 9 (4.92 version).**
- Tax filing software **TAX MAN, TAX PRO.**
- Proficient user of MS Office (**Excel /Word/ Project/ PowerPoint**).

Personal Details:

	Date of Birth	: 15 th May 1997
	Nationality	: Indian
	Sex/Status	: Male/Single
	Languages	: English, Hindi, Malayalam, Tamil
	Address	: Thayyil (H), Moorkanadu, Urangattiri (PO), Areekode (via), Malappuram, Kerala, India Pin-673639

Reference: Available on Request.

