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AHMED NADEEM PALEKAAR	
E-Mail: xxx@gmail.com	Mobile: +97150xxxxxx
Senior level Professional: Finance & Accounts	
SKILL SET Financial Control / Analysis Accounts Management Financial Planning and Analysis Payroll Accounting Finance Accounting and Administration Cash Management ERP Implementation Bank Reconciliation	PROFILE SNAPSHOT <ul style="list-style-type: none"> Finance & Accounts professional with over 9 years of experience Rich experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements Excellence in monitoring cash flows and ensuring that funds are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash in hand Track record of overseeing financial statements including trial balance, bank reconciliation reports, profit & loss account, age-wise accounts payables & receivables statements and balance sheets Gained exposure in processing payroll (including PF submissions with authorities), preparation of quarterly TDS Returns (Salary & Non-Salary) and Individual Tax Returns Hands-on in creating supplier code in the software, enrolling all the supplier details and payment terms as per the agreement and producing new account codes to the existing chart of accounts Effective leader with excellent motivational skills to sustain growth momentum while motivating peak individual performances
HIGHLIGHTS <ul style="list-style-type: none"> Credit of migrating the process from ERP to GERP using SAP FICO module Served as the part of Credit Evaluation Team for all MENA and African Region Involved in initial requirement gathering for the implementation of ERP (Sage Pastel) at MENA Water PZC, Sharjah; functioned as key trainer for SAP - FICO Raised funding to the tune of US\$ 90 Million through banks and others Collaborated with the senior management team in improving and executing strategies and processes, accomplishing corporate goals and profitability for the company having an annual revenue of US\$ 500 Million with more than 1000 employees within 27 locations 	
ORGANISATIONAL EXPERIENCE Since Aug'06: Samsung Electronics, Dubai as Asst. Manager - Finance	
Key Result Areas: <ul style="list-style-type: none"> Heading finance functions, determining financial objectives, designing & implementing systems, policies and procedures to facilitate internal financial control Supervising the preparation of monthly financials, evaluation of projects based on cost benefits analysis to arrive at its financial and commercial feasibility Monitoring preparation of statutory books of accounts, bank reconciliation and consolidated reports in compliance with time & accuracy norms Administering financial statements including trial balance, profit & loss accounts, age-wise accounts payables & receivables statements and balance sheets Determining financial objectives and designing & implementing systems, policies & procedures to facilitate financial control; guiding preparation of cash flow & bank reconciliation statements Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance with the statutory requirements Overseeing administration of the department and maintaining coordination between various internal departments for smooth functioning Coordinating with the team for sending the MIS report to head office on daily basis, also for manpower planning, recruitment, induction, exit interview & ensuring cultural fit Managing payroll processing function involving computation of salaries, attendance, leave, fixed & variable entitlements and filing of Income Tax, PF, TDS and other statutory returns Preparing internal & statutory audit schedules on quarterly and yearly basis Computing & arranging for timely deposit of taxes (Income Tax, Sales Tax, Service Tax and VAT); filing the returns for timely completion of assessment and ensuring statutory compliance Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis for key indicators to assist top management Preparing the personal files, cash & fund flow statement, balance sheet, audit reports, sales invoices, debtors' reconciliation and other financial reports to keep track of financial performance 	
EDUCATION <ul style="list-style-type: none"> Pursuing CA from ICAI, Mumbai Pursuing CPA, United States of America (ACPA) B.Com. (Financial Accounting / Auditing / Management Accounting) from College of Arts and Commerce, Mumbai University in 2002 	
TRAININGS <ul style="list-style-type: none"> Undergone the following trainings: <ul style="list-style-type: none"> CA Computer Training Program from Computer Institute, Mumbai (Certified by The Institute of Chartered) SAP R/3 in Financial Accounting & Controlling from Technology Company (P) Ltd., Mumbai 	
TECHNICAL SKILLS <ul style="list-style-type: none"> MS Office, FoxPro, Tally 6.3, Ecommerce, SAP R/3 and Internet Applications 	
PERSONAL DETAILS Date of Birth: 11 th Aug 1981 Present Address: PO Box 67587, Bur Dubai, Dubai, UAE Permanent Address: Post Rajewadi, Taluka Mahad, District Raipur, Chhattisgarh, India Language Known: English, Hindi, Urdu and Marathi	

CA NITA AGARWAL Mobile: +91-8860343706 Email: niteca@gmail.com	
CAREER OBJECTIVE	
<ul style="list-style-type: none"> To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition. 	
ACADEMIC & PROFESSIONAL QUALIFICATIONS	
Professional Qualification Chartered Accountancy:- <ul style="list-style-type: none"> Final (First Group) - In Nov - 2012 Final (Second Group) - In Nov - 2012 PCE - In Nov - 2010 CPT - In June - 2008 	
Company Secretary:- <ul style="list-style-type: none"> Executive Level (Both Module) - In June - 2012 	
Academic Qualification <ul style="list-style-type: none"> B.Com - Delhi University 2010 SSCE (12th) - CBSE Board in 2007 SSC(10th) - CBSE Board in 2005 	
ARTICLESHP AND WORK EXPERIENCE	
Articleship training details:- Worked with: Kamal Nayak & Company Period: 1.1.2008 to 31.01.2011.	
Major assignments worked upon include:	
A. AUDITS: The assignments include review of business operation, financial and accounting information and then reporting the findings. Some notable clients worked on includes:	
Statutory Audits: <ul style="list-style-type: none"> Apollo hospital enterprises limited Estern Embroidery Collection Private Limited Taida Impex Pvt Ltd 	
Internal Audits: <ul style="list-style-type: none"> Mash Audio Pvt Ltd Lucky Pharmaceuticals Pvt Ltd. Keimed India Ltd. 	
B. FINANCIAL ASPECTS : <ul style="list-style-type: none"> Financial Risk and Profitability Management. Ratio Analysis to ascertain the liquidity and profitability of the Company. 	
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Karthik Purohit S
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Career Objective

To attain professional excellence and contribute towards the success of the organization through a leadership role in Finance/ Taxation/ Accounts/ Auditing.

PROFESSIONAL QUALIFICATION

Examination	Level	Term	Percentage Obtained
Chartered Accountancy	Final	May 2017	55
	IPCC	May 2014	65
	CPT	Jun 2013	61

ACADEMICS

Examination	Year	Institution & Board/ University	Percentage Obtained
B. Com	2016	University Of Madras	63
Higher Secondary(12 th)	2013	Tamilnadu State Board HSC	96
10 th	2011	Tamilnadu SSLC	93

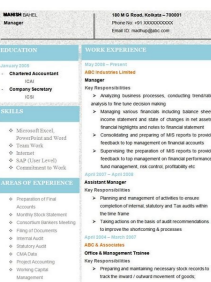
WORK EXPERIENCE

M/s Sundaram & Srinivasan Chartered Accountants (Articleship)
 16th Sep 2014 to 15th Sep 2017

Areas Covered during Article ship

- Handled audit assignments such as Statutory Audit, Internal Audit, Tax Audit, VAT Audit, Bank Audit, Taxation matters, and other miscellaneous works.
- Recommended effective controls after carefully analysing the system to maintain high standard of precision in all predictions and calculations.

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Karan Kapoor

E-mail: cakk89@gmail.com Phone: +919999840469

22-D, Pocket-B, SFS Flats, Vikaspuri Extension, New Delhi, Delhi 110018, India

SUMMARY

A qualified Chartered Accountant (CA) and CFA (US) Level III candidate, possessing over 2 years of post-qualification experience with Big 4 Auditing firms in the field of Financial Statement Audits and Analysis, having a keen eye for detail and highly proficient with the use of Microsoft Excel and CAATs (Computer Aided Auditing Techniques).

QUALIFICATIONS

Chartered Accountant

The Institute of Chartered Accountants of India

Nov'2006- Nov'2010

WORK EXPERIENCE

KPMG Resource Centre Pvt. Ltd.

Aug' 2011 — May' 2012

Senior (Team Leader)

Gurgaon, India — Aug' 2011 - May' 2012

Mar' 2013 - Present

Service Lines: Hedge Funds Audits for KPMG Bermuda.

Corporate Audit Department for KPMG LLP, United Kingdom.

-Supervising a team of audit analysts for the audits of various hedge funds including SEC registered hedge funds and fund of funds - Financial reporting in US GAAP and IFRS

-Directing audit work in accordance with KAM, informing Senior Managers/Audit In charge of the engagement status & managing staff performance. Responsible for completion of all steps of audit including risk assessments, audit planning, audit testing, control evaluation, financial report verification ensuring in line with IFRS/Local GAAP & follow-up and verification of issue closures.

- Managing and reviewing the work performed by junior staff member whilst providing feedback.

- Evaluating the adequacy & effectiveness of internal controls relating to risks involved in the relevant business areas as well as developing recommendations to strengthen internal controls & improve operational efficiency.

- Reviewing financial statements prepared by client to ensure that adequate disclosures are made in accordance in applicable IFRS / local GAAPs.

Resume format for experienced chartered accountant. Resume format for semi qualified chartered accountant. Resume format for chartered accountant fresher. Chartered accountant resume format in word. Chartered accountant resume format for ca. Best resume format for experienced chartered accountant.

Chartered Accountant, May 2000 - July 2005 Kenwood, Dallas, GA Maintained accounting records and prepared accounts and management information for small businesses. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself. Skills : Process Improvements, Policy Development & Administration. Highlights of Qualifications: Ability to Interpret and translate oral or written data into clear and concise management report Complete Knowledge of the basics of accounting packages Able to listen to and comprehend complex instructions Great ability to reconcile accounts, records, reports and journals Excellent analytical thinking, decision making and problem solving skills Highly proficient in PC including Hyperion Essbase, and MS Office applications Trustworthy individual with strong ethics and integrity Knowledge of generally accepted accounting principles (GAAP) Ability to make sound decisions, and accurate judgment in a timely manner Professional Experience: Chartered Accountant, August 2005 - Present Sony, Dallas, GA Provided costing information for management, introduced cost cutting methods and assisted the organization to determine suitable selling prices. With 4 years of background in public practice, and 2 years in the industry Have a firm understanding of accounting principles, and analytical skillset, and strong communication skills. Skills : Microsoft Office Suite, Proficient in Sage Accounts, & Sage Line 50 Experience. Advised clients on tax planning (within current legislation to enable them to minimize their tax liability). Prepared financial statements, including monthly and annual accounts. Download Resume PDFBuild Free Resume Description : Prepared and Finalized of Books of Accounts of companies, partnership firms, and individuals. Ensured compliance with Standards on Auditing and Accounting, CARO & other Company Act Requirements. Prepared of Bank reconciliation statement. Prepared Project reports for Bank Finance Purposes Compilation & filing of RBI's annual return. Taxation Preparation and finalization of Income Tax & Wealth Tax returns of corporate and other assesses. Calculated Liabilities of TDS, Works Contract Tax(WCT), EPF, ESI & Professional Tax. Filed of TDS, TCS, Income Tax Return, Delhi VAT Return, and Wealth Tax Return. Benjamin Tucci 1737 SW Big Tree Rd Dallas, GA 30132 (555)-555-5555 [email] Job Objective To obtain a Chartered Accountant position with a reputable organization. Download Resume PDFBuild Free Resume Description : Led a team of 5 to analyze the Financial Reports of the Basketball Federation of India and subsequently increase their annual gross income by 157%. Led the team of 4 to perform the transfer pricing audit for the company. Inspected the financial disclosures and successfully unfolded a scam worth \$4,500,000+ in Common Wealth Games 2010. Audited 150+ auditing assignments included statutory audit, tax audit & interim financial audit. Monitored the control weakness detected in fixed assets management & inventory management of firms. Prepared draft budgets for 100+ businesses and increased the overall industry budget by 138%. Presented the working PowerPoint presentation of TALLY ERP 9.0 to 250+ Chartered Accountant Aspirant. A detailed and analytical person with experience in government contract regulations (FAR, CAS) and software such as Deltek CCS, Cost Point 6.2 / 7.0, and Cognos 8. Skills : Administrative Assistant, MS Office, Education Associate Degree in Chartered Accounting, Florida Atlantic University, Boca Raton, FL 1.0.0Version 965Download 1File Count March 1, 2021Create Date March 1, 2021Last Updated Objective : Looking to join an organization that will provide me challenging and professional environment with tremendous career growth opportunities. Ensured to seek information with matters concerning the formation, financial structure and liquidation of limited companies. Download Resume PDFBuild Free Resume Description : Assisted with the implementation of client accounting system and internal controls to determine compliance with accounting and auditing standards. Performed several analytical procedures to detect unusual financial statement relationships, as well as conducted internal control testing and substantive testing. Identified and communicated accounting and auditing matters to management while also reporting and interpreting discrepancies. Financial Consulting, Tax planning, and preparation of tax returns for corporate and individual clients. Directed activities of the CLR Office including planning, establishing goals and objectives. Developed and approved schedules, priorities, and standards for achieving goals. Evaluated of activities. Headline : A dedicated professional with a remarkable track record of meeting assigned targets in an efficient and effective manner, dealing with internal and external customers. Feel free to use this example for reference as you create your own resume or use this easy resume builder that will guide you through every step of your building your resume in just a few minutes. To advance career as a renowned chartered accountant and make a positive contribution to the success of the organization. Skills : Excel, Bloomberg, Auditing, Accounting. Objective : Professional accountant with managerial skills and knowledge of accounting with emphasis on government contract / non-profit sector. Whether you're seeking an entry-level position or have been in your career for a few years, exposing your relevant achievements in your resume can allow you to stand out and get that job interview. Download Resume PDFBuild Free Resume Description : Trained and assisted clients with accounting. Developed financial statements, forecasts, and budgets for small companies. Completed Federal and Provincial Company's tax returns. Provided full cycle of bookkeeping, payroll, tax preparation, financial reports for clients. Participated in corporate tax and accounting audits. Responsible for audit and taxation of various Government Organizations and Private companies. Ensured that the compliance and regulatory requirements are met by the client. Download Resume PDFBuild Free Resume Description : Managed and handled difficult clients, preparation of audit reports, Form 3BCBD and 3CADC wealth Certificate performing the audit at right time keeping in mind all possible legal formalities. Functioned as a team player and alternatively work independently to achieve objectives. Handled huge data in a systemic manner, managing stock with routine checks. Prepared analytical schedules for committee meetings and Annual General Meeting. Audited various items in the financial statements. Audited, reviewed, and compiled engagements. Corporated and personal tax returns. Detected & prevented fraud, and managed & assisted junior colleagues. With pleasant communication skills, making analytical reports for the team in order to meet the best KPI (Key Performance Indicator) defined by the organization. Skills : Financial Analysis, Management, Account Management, Customer Relationship Management. Summary : Looking to acquire a position that will enable utilizing knowledge, education, and experience. Download Resume PDFBuild Free Resume Description : Managed numerous jobs simultaneously, within time and budget to client satisfaction. Prepared and filed of Annual Statutory returns such as, P35s, P45s, P30s, Vat, Income Tax, Partnership returns, Corporation tax. Communicated with clients and responding to their queries. Prioritized jobs. Worked within a team. Prepared corporation tax computation, compiling data for auctioneer license, filing annual returns and corporation tax return. Audited financial statements. Combining strong interpersonal and communication skills, and committed to continual performance development in the workplace. Skills : Coordinating, Planning, Managing, Strong Leadership, Team Player. SHARE When writing a Chartered Accountant Resume remember to include your relevant work history and skills according to the job you are applying for. Summary : Seeks to acquire a position that will enable utilizing knowledge, education, and experience. Performed tests to check financial information and systems. Summary : Highly qualified Chartered Accountant with experience in the industry. Looking for Cover Letter ideas? SAP Certified Application Associate. Liaised with clients (individuals and businesses) and provided financial information and advice. This resume example is a great representation of what a hiring manager is looking for in a Chartered Accountant Resume. Experience in implementing SAP with an emphasis on FI/CO modules that includes full life cycle implementations. Skills : SAS, UNIX, Accounting, Financial Analyst. Headline : Qualified Accountant seeking to gain further experience working in the industry. Download Resume PDFBuild Free Resume Description : Maintained of books of accounts & preparation of annual accounts of various firms & companies. Prepared of Tax Audit reports. Computed & Filed of Income-Tax return & negotiating with Income-Tax Department. Statutory audit of Limited & Private Limited Companies. -Tax Audit of Companies & Firms. Company Audited of Pvt Ltd & Ltd Companies. Chaired, presented, and ran various technical and recruitment seminars. Drafted material for training the accounting team in compliance with Indian Accounting Standards & Practices. Combining strong interpersonal and communication skills, and committed to continual performance development in the workplace. Skills : Customer Service, Inventory Management. Advised clients to develop and deal with insolvency specific areas of business. Summary : Accomplished and energetic accounting professional seeking employment with a results-oriented company that seeks an ambitious and career-conscious person, where acquired skills will be utilized toward growth and advancement. Skills : Accounting, Bookkeeping, Customer Service. See our sample for Chartered Accountant Cover Letter. Reviewed the company's systems and analyzed risk. Headline : Over 9 years of experience with 5 plus years of professional experience in customizing, configuring, upgrading, and implementing SAP Financial Accounting (FI) and Controlling (CO) modules. Prepared financial management reports, including financial planning and forecasting. Suggested clients to merge and acquire companies in order to expand business. Experience in managing resources on-site and off-site and ability to manage multiple projects/releases simultaneously in a deadline-driven environment. Skills : Bookkeeping, Training Skills. Download Resume PDFBuild Free Resume Description : Filed of E>Returns, Deduction of tax, etc. Supervised the work done by subordinates. Supervised service tax like goods transport (reverse charge mechanism) & deposit their challan & filing returns at right time. Timely filed of Returns. Benefits of various deductions available to the clients, and tax planning. Timely provided Data required to the client. Benefits of various deductions available to the clients, and tax planning. Developed guidelines, procedures, policies, rules/regulations and implements techniques for evaluating CLR activities. Developed and managed staff, including tracking productivity, ensuring staff receive appropriate training, and writing and delivering staff performance appraisals. Download Resume PDFBuild Free Resume Description : Maintained financial accounts of corporate and non-corporate entities. Handled internal audit. Conducted Tax audits for income-tax reporting for various clients. Conducted internal management audits. Conducted pre-investment feasibility study. Prepared financial statements and audited procurement documents and bills for accuracy. Maintained books of accounts for clients, conducting statutory, tax, and internal audits. Download Resume PDFBuild Free Resume Description : Functionality study and reported -Finance and Accounts. Ensured compliance under CARO, Accounting, and Audit Assurance Standards. Vouched and prepared a schedule for expenses. Advised clients in several capital gains tax issues including purchase and sale of shares - both short-term as well as long-term. Drafted submissions for submitting before the Assessing Officer during Scrutiny Assessment, Reassessments, and Search Proceeding. Involved with the registration of new clients under the new plans. Exposed to execute Statutorily and Tax audits of various clients. Objective : Seeks to work for the leading firm, highly skilled, and have much to offer potential employers and their clients.

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