



: Nigdi, Pimpri-Chinchwad,
Maharashtra 411062



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Objective:

Dedicated accounting professional with over 4 years of experience in financial management, tax compliance, and audit support. Seeking to leverage my expertise in GST, TDS, and income tax return filing in a challenging new role that fosters professional growth and contributes to the success of a dynamic organization.

Soft-Skills:

- Communication - ●●●●●
- Team Work - ●●●●●
- Problem Solving - ●●●●●
- Adaptability - ●●●●●
- Time Management - ●●●●●

Hard Skills:

- GST Return Filing - ●●●●●
- Financial Analysis - ●●●●○
- Audit Skills - ●●●●○
- TDS Return Filing - ●●●●●
- GST Reconciliation - ●●●●●
- Record Keeping - ●●●●●
- Bank Reconciliation - ●●●●●
- P.T. Return Filing - ●●●●●
- B.S. Finalization - ●●●●○
- ITR Return Filing - ●●●●●

Certificates/Technical Skills:

- Sap Fico - ●●●●○
- Tally Prime - ●●●●●
- Excel - ●●●●●
- Word - ●●●●●

Experience:

Audit Assistant – S S A K And Associates LLP – Feb 24

- Assisted in the preparation and review of financial statements for a variety of clients, ensuring compliance with accounting standards (e.g., GAAP, IFRS).
- Conducted audits of client accounts, including verifying financial data and performing reconciliation to ensure accuracy and completeness.

- Assisted in preparing monthly/quarterly management reports, including balance sheets, profit & loss statements, and cash flow statements.

- Participated in client meetings to discuss financial results, providing insights and recommendations based on accounting findings.

Accountant – Poona Metal Services – Apr 21 – Jan 24

- Processed accounts payable and accounts receivable, including preparing invoices, verifying transactions, and performing timely payments and collections.

- Reconciled company bank accounts, credit cards, and other financial transactions on a monthly basis, identifying discrepancies and resolving them to maintain accurate records.

- Reconciled bank accounts and credit card statements, ensuring accuracy of financial records.

Projects Work:

1. SAP FICO Implementation and Configuration Project:

- As part of my training program in SAP FICO, I successfully completed a hands-on project focused on the end-to-end implementation of SAP FICO modules. The project involved the creation of a simulated company to replicate real-world business scenarios, allowing for practical application and comprehensive learning. Key aspects of the project included:

Languages:

- 1. English - ●●●●○
- 2. Marathi - ●●●●●
- 3. Hindi - ●●●●●

Personal Information:

DOB : 04/02/1998

Marital Status: Married

Gender: Male

Education:

- 1. Graduation:
Yashwantrao Chavan University 60% 2021
- 2. HSC
Azad Jr College, Ausa 54% 2015
- 3. SSC
Azeem High School, Ausa 65% 2013

Achievements

- 1. Contributed to the timely filing of tax returns
- 2. Contributed to the successful completion of audits.
- 3. Assisted in completing successful client audits with zero major discrepancies.

Community Service

- 1. Environmental Cleanup
- 2. Participating in Fundraising events

Activities

- 1. Learning New Skills
- 2. Playing Cricket
- 3. Webinars

Declaration:

I hereby declare that the above information is factual and correct to the best of my knowledge and experienced.

Abuzar Shaikh

Signature