



## M ABDUL RAHMAN

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🕒 : 5 year ,4 months experience

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### ABOUT ME

I am a Qualified Chartered Accountant (Member of Institute of chartered Accountant of India) and Bachelor of commerce (Accounts & finance) with over all experience of 5 year 4 months. I continuously seek to acquire skills and experience with an unrelenting vigor to excel in the field of chosen profession. Experience.

### EDUCATIONAL QUALIFICATIONS

Qualification	Year of completion	Institute/University	% of marks
Chartered Accountant (CA)	May 2019	Institute of Chartered Accountants of India	50.05%
B. Com	Dec 2017	Indira Gandhi National Open University	70%
Intermediate	2011	Narayana Junior College, Anantapuram.	88.2%
Class X	2009	Sir Vivekananda School, uravakonda.	85.6%

### TECHNICAL

- Well versed with applications such as MS word, MS Excel, Power Point, etc.
- Knowledge in Tally ERP 9, MS Office, Winman taxation Software XBRL.
- Completed 100 Hours of Compulsory Computer Training conducted by the ICAI.
- Completed General Management and Communication Skills (GMCS) conducted by the ICAI.

## PROFESSIONAL EXPERIENCE

**Anand Amarnath & Associates**

**June 2017 to Mar 2019**

**Accounts Manager**

**Bangalore, India**

- Assisted in accounting of significant transactions and compliance of accounting policies and procedures.
- Assisted in reconciliation of accounts receivables, accounts payables and bank reconciliations.
- Preparation of Financial Statements and auditor's report including compliance of CARO and other laws.
- Review of source documents to ascertain compliance with Internal Control Procedures.
- Scrutiny of Sundry Debtors & Analysis of collection period.

**Rao and Narayan, Chartered accountant, Audit firm**

**June 2016 to Dec 2017**

**Article Assistant**

**Vijayawada, India**

- Handled Audit assignments such as Statutory Audit, Internal Audit, Tax Audit.
- Preparation and finalization of Financial Statements.
- Filing of various Tax Returns.

**Anand Amarnath & Associates**

**Aug 2013 to May 2016**

**Article Assistant**

**Bangalore, India**

- Worked as an Article Assistant with Anand Amarnath & Associates, Chartered Accountants, Bangalore.
- Some of my major assignments during article ship and while working as an audit assistant are:
  - Statutory Audit
- Exposed to:
  - Compliance with requirement of schedule III of the Companies Act, 2013.
  - Drafting Audit Reports as per the new reporting requirements of Companies Audit Report Order (CARO).
- Internal Audit
- Exposed to:
  - Preparation of Audit Plan and ensure completion of the same within the time.
  - Analysis of Revenue Booking System
  - Preparation and review of various reconciliation statement e.g. BRS, Stock and financial reports.
  - Reviewing and implementation of internal control system.
- Taxation
- Exposed to:
  - E-TDS Return
  - Service Tax, VAT computation & return filing.
  - Preparation of Financial Statements, Tax computation of Individuals, Firms and Companies.

## PERSONAL TRAITS

- Positive work attitude and Self Motivated to work independently and as well as in team.
- Fluent Communication with client, management and the audit team members.
- Good motivator and also an active listener and comprehensive problem solving abilities.
- In depth Knowledge in various aspects such as taxation, finance, planning.

## PERSONAL DETAILS

**Date of Birth** : 24<sup>th</sup> June, 1994  
**Gender** : Male  
**Nationality** : Indian  
**Linguistic Capabilities** : English, Hindi, Telugu & Kannada  
**Marital Status** : Single  
**Visa Status** : Visit visa

**Declaration:** I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place : Dubai

Date : 10 Nov 2019

**(M Abdul Rahman)**