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# MOHAMMED BILAL.K

## OBJECTIVE

Seeking for a challenging position in the field of Finance, Accounts, Taxation or Auditing strive for excellence with a positive attitude that will fully utilize for the fulfillment of organization goals. 6 years of Experience in **Accounting, Taxation and Registrar companies-MCA.**

## EDUCATION

### **CS.EXECUTIVE PROGRAMME – PURSUING (ICSI)**

#### **2015 B.COM CS (62%)**

RAMU COLLEGE OF ARTS AND SCIENCE, POLLACHI

#### **2012 HSC (74%)**

#### **2010 SSLC (75%)**

M.B.H.S.S POLLACHI

## WORK EXPERIENCE

### ➤ **KALEEM AND CO, COIMBATORE**

**COMPANY NAME** : KALEEM AND CO

**PERIOD** : 2017 OCTOBER - PRESENT

**DESIGNATION** : AUDIT & ACCOUNTS EXECUTIVE

## **ROLES AND RESPONSIBILITIES**

- Handling various aspects of accounting and accounts related problems
- Preparation of books of accounts using tally.
- Preparation of Financial Statements like Cash Flow Statement, Profit and loss A/C and Balance Sheet
- Preparation of Computation of Total Income and Income Tax returns for various kinds of assesseees.
- GST registration and filing of GST monthly and annual returns in compliance with the GST Law.
- Assisted in various Statutory Audits and Internal Audits.

ROC – Incorporation of Company, Preparation of Annual Report and Annual Return, All ROC related Compliance filling.

### ➤ **COIR MILL, ANAMALAI POLLACHI**

**COMPANY NAME** : COIR MILL

**PERIOD** : 2012 APRIL – 2016 JUNE (After March 2015 full time)

**DESIGNATION** : SUPERVISOR

## **SKILLS**

<b>Taxation</b>	<b>ROC</b>	<b>Auditing</b>	<b>Accounting</b>
Income Tax	Annual Report & Annual Returns	Books of Accounts- Audit	Trial Balance
GST& TDS	Incorporation	Stock Audit	Trading Profit&Loss
E-Filing	E-Filing	Internal Audit	Balancesheet

## SOFT SKILLS

• Operating System	• Windows 10
• Client Software	• MS Office
• Accounting Software	• Tally.ERP 9 & Prime

## LANGUAGE

- English (Read & Write)
- Tamil (Read & Write)
- Kannada (Speak)

## PERSONAL DETAILS

Date of Birth : 30.10.1994  
Father Name : Kalimuthu  
Nationality : Indian  
Marital Status : Single

### **Declaration**

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

Sincerely,  
MOHAMMED BILAL.K