

Anam Naeem  
[anamnaeem8685@gmail.com](mailto:anamnaeem8685@gmail.com)  
+91-7906378483

Academic Qualifications				
Year	Degree/Examination	Board/Institute	%	Remarks
Nov 2022	CA Intermediate(Group 2)	ICAI	50 %	Distinction in Accounts
Nov-2020	CA Intermediate(Group 1)	ICAI	57.5 %	Distinction in Accounts
June-2018	CA CPT	ICAI	50 %	-
2018-21	Bachelor of Commerce (B.com)	School of Open Learning, University of Delhi	66 %	Passed with Distinction
Apr-17	Class XII – ISC	St. Mary's School, Nagina	86 %	Secured second highest rank in batch
Mar-15	Class X – ICSE	St. Mary's School, Nagina	85 %	-
Work Experience				
Makmn & Co. (Internal Audit, Tax Return filing, GST compliances, Statutory Audit )			Sep 2021 - Sep 2024	
Work Experience	<ul style="list-style-type: none"><li>Experienced in <b>Internal Audit</b> (IFC testing, SOP creation/review) of a client ,a <b>private limited company (Construction Company)</b> having turnover of <b>&gt; 250 Crores</b>.</li><li><b>Core Member of 4+ people team, collaborated</b> with critical process owners and obtained a detailed understanding of core business processes such as HR Payroll, Finance &amp; Accounts, Procurement of materials , Procure to Pay etc.</li><li><b>Spearheaded</b> internal audit assignments independently , <b>leveraging knowledge</b> of accounting standards, taxation, and legal to identify irregularities within Finance &amp; Accounts , HR Payroll and other business processes.</li><li>Reviewed <b>GST compliances of various clients</b> including reconciliations, investments, borrowings, <b>forex transactions</b> and payment accuracy.</li><li>Experienced in the work of <b>statutory EPF compliances</b> of a client (construction private company).</li><li>Experienced in the <b>filing of Income Tax Returns</b> of clients including private companies, partnership firm, sole proprietor.</li><li>Conducted the <b>Tax Audits</b> of some clients.</li><li>Performed the <b>Statutory Audits</b> of many clients (all private limited companies).</li><li>Having the experience of <b>Book-keeping</b> of a content creator on youtube.</li><li>Experienced in the work of <b>ROC compliances</b> and filing of required documents and returns.</li><li>Having the experience of preparing the <b>financial statements</b> of various clients.</li></ul>			
Extracurricular Achievements				
CA MCS Batch (2023)	<ul style="list-style-type: none"><li>Recognised as the <b>‘Potential Presenter’</b> in various activities, both individual and group based, throughout the 15-day course curriculum.</li></ul>			
Cultural Activities (2015-17)	<ul style="list-style-type: none"><li><b>Secured second position</b> in a debate competition in Schooling.</li><li>Performed as Narrator in many plays held at school.</li><li>Participated and delivered many speeches in schooling.</li></ul>			
Additional Information				
Technical	<ul style="list-style-type: none"><li>Proficient at Excel, PPT, Tally, Computax and basic understanding of Financial Modelling.</li></ul>			
Hobbies	<ul style="list-style-type: none"><li>Sketching, cooking, doodling, playing badminton , teaching.</li></ul>			