

Anam Naeem
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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"> Experienced in Internal Audit (IFC testing, SOP creation/review) of a client ,a private limited company (Construction Company) having turnover of > 250 Crores. Core Member of 4+ people team, collaborated with critical process owners and obtained a detailed understanding of core business processes such as HR Payroll, Finance & Accounts, Procurement of materials , Procure to Pay etc. Spearheaded internal audit assignments independently , leveraging knowledge of accounting standards, taxation, and legal to identify irregularities within Finance & Accounts , HR Payroll and other business processes. Reviewed GST compliances of various clients including reconciliations, investments, borrowings, forex transactions and payment accuracy. Experienced in the work of statutory EPF compliances of a client (construction private company). Experienced in the filing of Income Tax Returns of clients including private companies, partnership firm, sole proprietor. Conducted the Tax Audits of some clients. Performed the Statutory Audits of many clients (all private limited companies). Having the experience of Book-keeping of a content creator on youtube. Experienced in the work of ROC compliances and filing of required documents and returns. Having the experience of preparing the financial statements of various clients. 			
Extracurricular Achievements				
CA MCS Batch (2023)	<ul style="list-style-type: none"> Recognised as the 'Potential Presenter' in various activities, both individual and group based, throughout the 15-day course curriculum. 			
Cultural Activities (2015-17)	<ul style="list-style-type: none"> Secured second position in a debate competition in Schooling. Performed as Narrator in many plays held at school. Participated and delivered many speeches in schooling. 			
Additional Information				
Technical	<ul style="list-style-type: none"> Proficient at Excel, PPT, Tally, Computax and basic understanding of Financial Modelling. 			
Hobbies	<ul style="list-style-type: none"> Sketching, cooking, doodling, playing badminton , teaching. 			