



SUHEL RAZA

CHARTERED ACCOUNTANT

CONTACT

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EDUCATION

- Jun. 2017 - Nov. 2024
Chartered Accountant
The Institute of Chartered Accountant of India
- 2017 - 2020
DELHI UNIVERSITY
Bachelor of Commerce
- 2017
Higher Secondary School
CBSE Board

TECHNICAL SKILLS

- IND AS
- Tally ERP, Busy, Fact
- MS-Office
- Compu Office

SOFT SKILLS

- Leadership
- Teaming and relationship building
- Analytical and problem-solving
- Adaptability
- Ethics and integrity
- Attention to details
- Time Management

WORK EXPERIENCE

- **Brahmayya & Co** May 25 - Present
Assistant Manager
Statutory Audit
 - Conducted statutory audits for private limited companies involved in the Solar Tracker and interior designing industry, ensuring compliance with AS and relevant regulatory requirements. Identified and rectified financial discrepancies, strengthened internal controls.
 - Prepared reconciliations of GST, TDS, and other statutory dues as per the audit requirement.
- **Kharbanda Associates** Nov. 24 - May 25
Audit Executive
Statutory Audit
 - Assisted in statutory audits of Listed and private limited companies involved in the pharmaceuticals and electrical equipment manufacturing industry, ensuring compliance with AS and relevant regulatory requirements. Identified and rectified financial discrepancies, strengthened internal controls.
 - Prepared reconciliations of GST, TDS, and other statutory dues as per the audit requirement.
- **A K Nair and Co.** Nov. 23-Feb. 24 & Jun. 22-Dec. 22
Audit Executive
Statutory Audit
 - Conducted **statutory audits** of private limited companies which are involved in **granite and marble, intellectual property, horse racing**, and services industries, ensuring compliance with AS and all applicable regulatory guidelines while enhancing financial integrity.
 - Led **all phases of audit engagement**, from planning and materiality assessment to substantive testing and reporting, delivering comprehensive findings to management.
 - Detected a significant misstatement of approximately INR 1 Crore, representing 1.2% of revenue, through meticulous review of financial records.
 - Carried out an extensive review by collecting and verifying over **150+ confirmations related to receivables, payables**, and other key accounts, ensuring the accuracy and integrity of the financial statements, which contributed to improved audit outcomes.
 - Drafted and finalized complete set of **Financial Statements** in accordance with AS and schedule III of Companies Act 2013, ensuring accurate and compliant reporting.
 - Collaborated to finalize both **Consolidated and Standalone Financial Statements**, adhering to AS and Schedule III of the Companies Act, 2013.
 - Drafted **Independent Auditors Reports** including reporting on **CARO 2020**.
 - Effectively managed **audit teams of 3-4 members**, facilitating effective collaboration and ensuring timely delivery of results within stringent deadlines.
- **Taxation**
 - Conducted **Tax Audits** and drafted **Tax Audit Reports** for a diversified client base of 35+, including individuals, partnership firms, and companies.
 - Prepared **ITR's of companies**, calculated **MAT** as per sec. 115JB of Income Tax Act 1961.
 - Single-handedly prepared and filed **GSTR-9 & 9C** for a diverse range of taxpayers.
 - Prepared the GST reconciliation, identifying and resolving discrepancies, ensuring accurate tax fillings.
 - Prepared the **GST refund working** for the client.

Anil Sagar and Co.

Jan. 2019 - Dec. 2021

Article Assistant

- Examined ledgers such as revenue, purchases, cash, bank reconciliation etc.
- Prepared reconciliation of GST, TDS, ESIC, PF and other statutory dues as per the audit requirements.
- Prepared Books of Accounts and Financial Statements in accordance with AS and Schedule III, including Cash Flow Statements for corporate entities with turnovers ranging from INR 20 Lakhs to 30 Crores.
- Verified the invoice of sales, purchase, expenses, fixed assets.
- Processed TDS returns, Income Tax Returns and GST Returns.