

# IRSATH AHAMED M

+91-9025878679

irsath10403@gmail.com

4/99, AL-Kowsar street, V.kalathur  
Post, Perambalur(DT)-621117.

## CAREER OBJECTIVE

Dedicated and detail-oriented Audit Assistant with over 2.5 years of part-time and full-time experience in auditing, GST compliance, and income tax filing. Proficient in MS Excel and Tally ERP 9, with a strong ability to learn and adapt to new challenges. Seeking a full-time position to further enhance my skills and contribute effectively to organizational growth.

## EDUCATION

Bachelor of Commerce (B.com)

**Institution :** Srinivasan College, Perambalur.

**University :** Bharathidasan University.

**Duration :** August (2021)- March (2024).

**Specialization :** Commerce.

## PROFESSIONAL EXPERIENCE

Audit Assistant

**Limrah Tax Consultancy , Tholudur, Cuddalore District , PIN -606303.**

**November 2021 – Present**

- Assisted in daily GST client handling, including GST application, GSTR-3B filing, and GSTR-1 preparation.
- Specialized in income tax filing, ensuring accurate and timely submissions.
- Managed financial data using Tally ERP 9 and MS Excel for bookkeeping and reporting.
- Collaborated with seniors to resolve utility problems and enhance workflow efficiency.
- Successfully balanced part-time work with academic responsibilities during college years.

**Technical Skills :** MS Excel, Tally ERP 9, GST Compliance, Income Tax Filing

**Languages :** English, Tamil

**Core Competencies:**

- Attention to detail in auditing and financial tasks .
- Client handling and communication .
- Problem-solving with a proactive approach .

## ACHIEVEMENTS & STRENGTHS

- Earned extensive practical knowledge of taxation and auditing while pursuing undergraduate studies
- Demonstrated adaptability and multitasking by excelling in both academic and professional roles.
- Recognized for accuracy and efficiency in managing client financial data and submissions

## DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge.