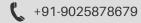
# **IRSATH AHAMED M**





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.