

Taher Bohra

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Opp. High Sec School, Tehsil Road Corner, Nathdwara (Raj.)

PROFESSIONAL SUMMARY

Experienced Accounts Professional with over 6 years of experience, eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel in your organization.

WORK EXPERIENCE

Assistant Manager (Accounts)

Paperchase Accountancy (I) Pvt Ltd, Ahmedabad (December 2018 - Present)

- Reviewing and Maintaining the Books of Accounts (US Based Clients).
- Generated financial statements (MIS Report) and facilitated account closing procedures each month and at year-end.
- Preparation of Balance Sheet Reconciliation to ensure accuracy of balances reported.
- Preparation of Audit Pack reports as per CPA's requirement for the filing of Income Tax Returns.
- Engaged in Team management activities with the Manager.
- Performed other Ad-hoc tasks like - Sales Tax workings and reconciliation, Cash Flow workings, 941 Reconciliation, PPP Forgiveness, ERC calculations, etc.

Accountant

Suvidha Roadlines Pvt Ltd, Nathdwara (Nov. 2015 - Nov. 2018)

- Reviewing and Maintaining the Books of Accounts of the Company.
- Responsible to maintain the accounts of the Directors and their other firms.
- Filing and maintaining company-related records and documents.
- Carrying out daily bank-related activities and maintaining relations with different banks.
- Assistance to the CA firms in conducting the Tax Audit Procedure.

Freelance Accounting

SDBJ Trust, Nathdwara (April 2015 - Present)

- Handling the different accounts of the Trust based on cash basis accounting.
- Preparation of the Half-year and Annual Budget Forecast.

Article Assistant

Nagori Shashinand & Associates, Mumbai (Sep. 2014 - Feb. 2015)

EDUCATIONAL BACKGROUND

Mohanlal Sukhadia University, Udaipur

- May 2018 | Masters of Commerce in ABST
- May 2015 | Bachelor of Commerce

The Institute of Chartered Accountants of India

- May 2014 | IPCC I-Group

Shree Jee Public School, Nathdwara

- May 2012 | RBSE Senior Secondary (12TH)
 - June 2010 | RBSE Secondary (10TH)
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SKILLS & PROFICIENCIES

- MS Office (Outlook, Excel, Word, Powerpoint)
 - Quickbooks, Restaurant365 & Tally.
 - Well-versed with Internet fundamentals.
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STRENGTH

- Self-motivated & Hard-working
 - Positive Attitude
 - Good Interpersonal Skills
 - Ability to take Work Ownership
 - Team-oriented Personality
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LANGUAGES

- English
 - Hindi
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