

RESUME

MOHAMMEDRIZWAN FATEHMOHAMMED SHAIKH

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Career Objective

Looking for Job in an organization where I can utilize my knowledge and enhance experience along with the growth of the organization.

Strengths

- Quick learner and hardworking.
- Determination to succeed, dedication for work and faith in God.
- Organized – can prioritize work schedules, manage time and meet deadlines.
- Flexible and adaptive to new working environment.

Educational Qualifications

SR NO.	QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	RESULT
1)	M.COM	GUJARAT UNIVERSITY	MARCH-2019	60.29%
2)	LL.B	GUJARAT UNIVERSITY	MARCH-2014	55.50%
3)	B.COM	GUJARAT UNIVERSITY	APRIL-2009	58.00%
4)	H.S.C.E	GSHSEB	MARCH-2006	80.80%
5)	S.S.C.E	GSHSEB	MARCH-2004	77.14%

Other Qualifications

SR NO.	QUALIFICATION	UNIVERSITY	YEAR OF PASSING	RESULT
1)	DIPLOMA IN TAXATION LAWS	GUJARAT UNIVERSITY	MARCH-2019	67.00%
2)	DIPLOMA IN LABOUR LAWS	GUJARAT UNIVERSITY	APRIL-2017	54.33%

Professional Qualification

Have cleared Inter CA Examination in May-2013 from the Institute of Chartered Accountants of India.

Computer Savvy

- Well-conversant with MS Office viz. Word, Excel and PowerPoint.
- Experience in Tally ERP with GST with Sales-Purchase entries, MIS Reporting, Bank Reconciliation and auditing in Tally as well.

- **Professional Training**

Name of Firm	Post	Tenure
H. Rustom & Co.	Article Assistant	From June-2007 to April-2011

Experience

- Worked as an Audit Assistant in H. Rustom & Co., Chartered Accountant, Khanpur from April-2011 till October-2016.
- Accounting, Auditing, Finalization, Taxation of Individuals, Companies, Non-Profit Organizations, Independent handling of Statutory and Internal Audits.
- Presently working with A.S.Shaikh & Co., Chartered Accountant, Khanpur on independent assignment basis of audits since March-2018.

Taxation Work

- Filing of Income Tax Returns of Individuals, Companies, Non-Profit Organizations along with handling of scrutinies of various clients.

Key Skills

- Accounting, Auditing, Taxation Advisory, Communication, Co-ordination.

ITT

- Have completed 100 hours of Information Technology Training from The Institute of Chartered Accountants of India.
- Basic knowledge of MS Office & Tally.

GMCS

- General Management and Communication Skills training for 15 days from The Institute of Chartered Accountants of India.
- Development of basic skills on management and communications.

Personal Profile

Date of Birth	25 th August, 1988
Gender	Male
Address	B/4, Peacock Apartments, Shahpur Bahai Center, Ahmedabad-380001, Gujarat
Nationality	Indian
Languages	English, Hindi & Gujarati

Reference

Made available on request.