

Munirahemad R Khalifa

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Objective :-

Looking for competitive and challenging job, which is beneficial for both the organization and myself by speedy implementation of professional knowledge and experience into actions thus enhancing skills and knowledge

Strength :-

Self-Learner, Self-Motivated fully dedicated towards work & responsibility with full sincerity (Habit to work like own organization).

ACADEMIC & PROFESSIONAL QUALIFICATION

EXAM	BOARD/INSTITUTE	YEAR	STATUS
ICWA-INTER	The Institute of Cost and Management Accountant of India	2021-2022	Pursuing
M.COM. Sem-3	Gujarat University	2018-2019	Passed
B.COM.	Gujarat University	2015-2016	Passed
H.S.C.	GSHEB Board	2012-2013	Passed
S.S.C.	GSHEB Board	2010-2011	Passed

NAME OF COURSE	VERSION
MS. Office	2007, 2010
Tally	ERP 9 with GST & ERP Prime & Promasch

CORPORATE EXPOSURE

- 4 Years' 9Month Experience as **SMM & ASSOCIATES** over where below mentioned jobs performed.
- Internal Audit of Gujarat State Warehousing Corporation by checking purchase, Sales, Expenses, Receipts, Bank Reconciliation.
- Internal Audit of State Government enterprises - The Centre for Entrepreneurship Development, Government Grant, Payroll entries, expenses, professional tax , Payment, Receipt, Contra JVs and different registers.
- Internal Audit of Gujarat Urban Development Mission.
- Internal Audit of Gujarat Sheep & Wool Dev Corporation.
- Internal Audit of Private companies all Payment,, Receipt, Purchase Sales, Contra JVs and different registers.
- Accounting of Proprietorship firms and partnership firms.
- 1 Years' 3Month Experience as **Viral Fire Fighters And New way Engineering** Present.
- Prepare for creditors list, Finance management.
- Purchase entry, Sales adjustment entry, TDS Returns, Bank entry,
Stock adujment entry, Bank Reconciliation, GST Returns of various entities.

PERSONAL SKILLS AND RESPONSIBILITIES

- Maintain Day to Day accounting.
- Responsible for Bank Reconciliation – **7000 entries per month.**
- Good knowledge about GST payment, return and other compliances.
- Good knowledge about E way bill.
- Keeping and Maintain of Books and Files

CERTIFICATION

- Computer training from ICWAI.
- MS Office Certificate.

PERSONAL DETAILS

Date of Birth : 24/03/1996
Sex : Male
Marital Status : Married
Nationality : Indian
Language known : English, Gujarati, Hindi
Hobbies : Cricket , Travelling

I do hereby declare that the statements and information furnished above true and correct to the best of my knowledge and belief.

Yours faithfully,
Munir Khalifa