

ZAINAB MASOOD

SEMI QUALIFIED CHARTERED ACCOUNTANT

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CAREER OBJECTIVE:

Seeking to take up a challenging position to meet any requirement with commitment and gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

LINGUISTIC EFFICIENCY:

Full oral and written working proficiency in English and Hindi languages.

CONTACT INFO:



zainab.zsrm@gmail.com



+91- 9918528881



42/86 Makhaniya Bazar,
Meston Road, Kanpur-
208001

WORK EXPERIENCE:

- **Company Name:** Faizi Kidwai & Associates
Period: April 2012 - May 2015
- **Company Name:** Gupta & Pandey Associates
Period: July 2019 - September 2019
- **Company Name:** Shailesh Vishesh & Co.
Period: November 2019 –September 2021

NATURE & SCOPE OF WORK:

STATUTORY AUDIT

- **Selzer Innovex Private Limited (One of India's leading homecare products company) :** Worked as a team member in the preparation of financials & completion of Statutory Audit.
- **Shoemac Leather Tech Engineers Limited (One of India's leading supplier of Footwear Machinery) :** Worked as a team member in the preparation of financials & completion of Audit.
- **Various other clients**

TAX AUDIT

- **Selzer Innovex Private Limited**
- **Various other clients having Sole Proprietorship and Partnership Firms**

OTHER KEY RESPONSIBILITIES

- Well verse with online filing of returns of Income Tax, and GST.
- Strong know-how of preparation of periodic financial reports.
- Analyzing and visualizing financial data to deliver systematic financial reporting.
- Assisting in financial planning and streamlining accounting procedures.
- Supervising accounting staff and trainees.

SOFT SKILLS:

- Keen Listener
- Detail-oriented
- Team working abilities
- Prioritizing
- Work Ethics

COMPUTER PROFICIENCY:

- Accustomed to working in a Computerized LAN enabled Environment.
- Efficient practical knowledge of Microsoft Office (Excel, Word, PowerPoint and Outlook).
- Successfully completed 100 hours of IT Training conducted by The ICAI in 2010.

OTHER SKILLS:

- Understanding of provisions of Companies Act 2013 and Accounting Standards Rules 2006
- Financial Reporting
- Developing Standardized SOPs for efficient internal controls

PROFESSIONAL QUALIFICATIONS:

Institute of Chartered Accountant of India
C.A. Final (Group 1) | November 2020
C.A. Intermediate (Both Group) | 2012
Common Proficiency Test | Dec 2009

ACADEMIC QUALIFICATIONS:

Christ Church College, Kanpur, U.P.
Master of Commerce | 2014
· Affiliated by Chatrapati Sahuji Maharaj University, Kanpur

Christ Church College, Kanpur, U.P.
Bachelor of Commerce | 2012
· Affiliated by Chatrapati Sahuji Maharaj University, Kanpur

Methodist High School, Kanpur, U.P.
Indian School Certificate | 2009
Indian Certificate of Secondary Education | 2007
· Affiliated to C.I.S.C.E, New Delhi.

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the authenticity of all the particulars.

Zainab Masood
Place:
Date: