HAFZA SHARUKH

**+968 96532765, 99488405 |** [**hafzashaji1994@gmail.com**](mailto:hafzashaji1994@gmail.com)

OBJECTIVE

TO SEEK A CHALLENGING CAREER AND TO BE A PART OF AN ORGANIZATION WHERE THERE IS AMPLE OF OPPORTUNITY FOR GROWTH AND DEVELOPMENT AND THAT OFFERS SECURITY AND PROFESSIONAL GROWTH WHILE BEING RESOURCEFUL, INNOVATIVE AND FLEXIBLE.

EXPERIENCE

**CHARTERED ACCOUNTANT ARTICLE** | S SURESH KUMAR & ASSOCIATES, CA FIRM | SEPT 2014 – SEPT 2016

## *Job Profile :*

* ***Computation of Value Added Tax (VAT)****.*
* ***Preparation and Finalization of Financial Statements*** *of different entities such as Companies (with huge and less turnover), Wholesalers, Retailers, Firms, Joint Ventures, Hotels, Military Hospital Canteen, Financiers, Schools, etc.*
* ***External and Internal Audits*** *of different entities such as Kerala Land Information Mission, Civil Supplies, Federal Bank, South Indian Bank, Construction Companies, Schools, etc.*
* ***Concurrent Audit*** *of Banks****.***
* *Have conducted* ***Bank Audit, Tax Audit, Government Audit and School Audit****.*
* ***Computation and E-Filing of Income Tax Returns*** *of Individuals, Firms and Companies.*

TRAINING PROGRAMME ATTENDED

* INFORMATION TECHNOLOGY TRAINING COURSE | 2014 | INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

 GMCS 1 | 2014 | INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

* Management & Communication Skills

EDUCATION

**CA - INTERMIDIATE** | 2014 | INSTITUTE OF CHARTERED ACCOUNT OF INDIA

* GROUP 1 – Cleared (First Attempt)

CA - CPT | 2013 | INSTITUTE OF CHARTERED ACCOUNT OF INDIA

**BACHELOR OF COMMERCE** | 2016 | UNIVERSITY OF KERALA

* Major: **TAXATION** – (Graduated)

**INDIAN SCHOOL CERTIFICATE (ISC)** | 2012 | HOLY ANGELS’ ISC SCHOOL

* GPA : 7.2

**INDIAN CERTIFICATE OF SECONDARY EDUCATION** | 2010 | HOLY ANGELS’ ISC SCHOOL

* GPA : 8.4

SKILLS & ABILITIES

* + Professional Skepticism, Professional Judgement and Professional Behavior.
  + Technical knowledge backed by basic human qualities.
  + Ability to maintain integrity, objectivity and independence in the approach to audit work.

PERSONAL PROFILE

Husband’s Name : Sharukh Zalam Nationality : Indian

Sex : Female

Date of Birth : 01 Oct, 1994

Marital status : Married

Visa Status : Family Joining Driving License : India

LANGUAGE SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Spoken** | **Written** | **Passive** |
| *English* | *Yes* | *Yes* | *Yes* |
| *Arabic* | *No* | *Yes* | *Yes* |
| *Malayalam* | *Yes* | *Yes* | *Yes* |
| *Tamil* | *Yes* | *No* | *No* |

HOBBIES

* I was born with a reading list I will never finish.

I hereby declare that the particulars furnished above are correct to the best of my Knowledge and Belief.

Muscat, May 2017

# Reference:

**S Suresh Kumar**

S Suresh Kumar & Associates.

Chartered Accountant, FCA, Kerala, India. GSM - 00919995943444.