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**MOHD IMRAN**Address : 246/66 EAST SCHOOL BLOCK

MANDAWALI, DELHI-92

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Email : **mohdimran54357@yahoo.co.in**

**Total Exp. : 5.5 years**

**Curriculum vitae**

**Career Objective:**

* To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.
* During article ship I have assumed responsibilities and met deadlines effectively
* Responsibilities included assisting, coordinating and execution of the various assignments:

**Professional Qualification**

**Professional Qualification:**

* **C.A.** (semi qualified)

**Educational Qualification**

* **B.com** (Hons).

**Technical Qualification**

* **A LEVEL(***Equivalent to Advanced Diploma in Computer Applications***)**

From National institute of Electronics & Information Technology

* **O LEVEL** From Department of Electronics and Accreditation of computer courses.

**Computer Exposures**

* Exposure of Audit in computer Environment
* Having good working experience on MS-Office ,Tally
* Good command over MS excels.

**Professional Experience**

**Saudi Arabia**:

ERNST AND YOUNG

Worked as Audit assistant in EY Al khobar Saudi Arabia .

•Where I did audit of big company like zamil holding, NCC etc.

Work done there was from TOTs to preparation of financial statements

**Some highlights of work is as follows**:

•Involved in planning and strategy of the audit   
  
 • Reporting including annual financial statements, managements letters, etc.   
  
 • Ensuring that all review notes are cleared   
  
• Analytical review of full financial statements   
  
• Follow through to finalization   
  
• Analytical Review of financial statements   
  
• specifically focused on audit of key financial statement captions e.g.

• Accounts payable / Accounts receivable.

•Fixed assets, including the assessment of capital work in progress and fixed policies.

•Inventory, including the evaluation of the obsolescence provision

•Investments

•Review and delegation of work performed by team members & ensure that the engagement reviews are completed within the given time

**India:**

Chartered accountant firm:

* Completed 3 years of Article Ship from M/s Navdeep Kumar &Associates Chartered Accountants, New Delhi
* Some of my major assignments during article ship and while working as a audit assistant and Accountant are:

Taxation:

* Service Tax computation, return filing and working on Cenvat Credit.
* Preparation of Income Tax computation of Individual, Firms and Companies.

Accounts:

* Finalization of accounts.
* Preparing profit and loss account, profit and loss appropriation account and Balance sheet.
* Preparing cash flow statements.
* Processing of invoices.
* Preparing Debtor ageing schedule.

Audit:

Perform various types of Audit for different types of entity working in diverse field.

* Accounts payable
* Accounts receivable.
* Fixed assets, including the assessment of capital work in progress and fixed policies.
* Inventory, including the evaluation of the obsolescence provision
* Investments
* Review and delegation of work performed by team members & ensure that the engagement reviews are completed within the given time
* Clearing review notes raised by the job in charge and mangers. Prior to management review

Conduct a thorough check on the working paper.

* Compliance testing, including system work through
* The audit of the client's statutory records, internal controls and consolidated accounts
* Attending stock counts and the follow up of the counts
* Participates in the pre engagement planning, with team members and client staff when needed. Discuss client's need/expectations, team roles, budgets and other things necessary to carry out the engagement.
* Understand the clients business, products, performance and accounting policies.

NULITE:

Presently working in Nulite Company, here my work is:

* Create financial reports and supported all areas of responsibility within a five person finance team.
* Manages Rs 350 cr budget, with a reduction of costs totaling 15% over two years.
* Analyzed, examined and interpreted account records, compiled financial information and reconciled reports and financial data.
* Forecasted losses and earning using qualitative/quantitative analysis to high degree accuracy, allowing the company to intelligently manage and invest resources.

**Personal Profile**:

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| --- | --- |
| Father’s Name | Jameel Ahmed |
| Date of Birth | 10-Dec-1981 |
| Marital Status | Married |

**Passport Details:**

Passport No: N6448685

Date of issue: 8/1/2016

Date of Expiry: 7/1/2026

Place of issue: Ghaziabad

**Language Known :** English, Hindi, Urdu

**Hobbies**  : Cricket

**Place** : Bulandshahr

**Dated** : 9/2/2017

**( mohd imran)**