

ADHIL ASLAM

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CAREER OBJECTIVE:

To pursue a challenging and growth oriented career in an organization that offer opportunities to learn & grow by delivering the results. I would like to be a part of a company that is committed to hiring diverse workforce and sustaining inclusive culture. I am looking for a platform to reveal my skills and talents for the growth of the organization as well as self –growth.

PROFILE :

A highly motivated individual with impeccable judgment and innate ability to handle audit and preparation of accounts. I'm also a results-orientated accounting professional with broad experience in a deadline-driven environment. I always think innovatively when dealing with risks or opportunities. Currently working as Finance Manager at AJMBT under Janasree Sustainable Development Mission. With a career spanning 7 years in the field of Auditing-Accounts-Finance-Management, I can offer the following expertise.

- Strong technical accounting skills
- Managing and Coordinating business activities
- Excellent research and financial analysis abilities
- In-depth management reporting
- Facilitation of internal and external auditing procedures
- Regulatory compliance
- Staff management and development
- In-depth knowledge of accounting regulations and standards

KEY SKILLS :

- An excellent understanding of Auditing Techniques.
- Experience within an Internal and External Audit Environment.
- A proactive approach and the ability to work autonomously and as part of a team.
- Analytical and methodical when approaching problems.
- A comprehensive knowledge of Professional Auditing and Accounting Standards and guidelines.

ACADEMIC QUALIFICATIONS:

- **Master of Commerce (Madurai Kamaraj University) 2014-2016 (Finance, Taxation)**
- **Bachelor of Commerce (Kerala University) 2010-2013 (Finance, Accounting, Taxation)**
- **Diploma in Management (Indira Gandhi National Open University) 2016-2017**
- **Post Graduate Diploma in Management (PGDM) (Indira Gandhi National Open University) 2017-2019**
- **Pursuing CA Intermediate (Institute of Chartered Accountants of India)**
- **Pursuing Master of Business Administration (Indira Gandhi National Open University) 2016- (Finance, Marketing)**

EXPERIENCE :

- (June **2019**- Present) – Finance Manager at AJMBT under Janasree Sustainable Development Mission
- (January **2019** – June **2019**) – Management Executive at Foam Matting India Ltd. (FOMIL) is a Government of Kerala undertaking. Founded in 1979, FOMIL is engaged in the production, manufacture and marketing of coir, jute and sisal products.
- (April **2017** - **December 2018**) Worked as Finance & Accounts Officer in D.S.P. W.L.L Doha, Qatar
- **2013-2017** Worked as Audit/Articled Executive in Abdul Rahim & Co. Chartered Accountants, Kerala, India during (A Reputed Audit Firm in Kerala, which was established 50 years back, evolved beyond the statutory-internal audits and tax practice and have carved a significant position in Audit and allied sector carrying an image of a bearer of uncompromising professional standards and ethics)

MAJOR AUDITS PERFORMED:

- Sree Narayana Trusts, (Including Hospitals, Educational Institutions)
- Bank Audits of **State Bank of India, State Bank Travancore, South Indian Bank**
- KVM Trusts (Hospitals, Educational Institutions)
- N.C. John & Sons (Leading coir product exporters)
- Fibre World (Leading Coir mats, and Coir product exporters)
- Kavalackal Associates, Royale Park (Distributors of Electronic goods, Star Hotel)
- Sandlon Technologies Pvt.Ltd. (Manufacturers of VKC Footwears)
- Ramavarma District Club, Alappuzha

PROJECT:

A study of “**Management of Inventories**” in SD Pharmacy Alappuzha which was based on managing inventories by the method of Stock Levels

PARTICIPATED PROGRAMMES:

- Participated in General Management and Communication Skills Programme, Information Technology Training Programme, Orientation Programme, conducted by Institute of Chartered Accountants of India. (ICAI)

DUTIES & RESPONSIBILITIES HANDLED:

- Perform a variety of professional accounting functions supporting operations; maintain accuracy of general, revenue, and expenditure ledgers and subsidiary financial systems
- Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies
- Monitoring the repayment patterns of financial assistances given to Self Help Groups and reviewing the same
- Review and audit all accounts payable, receivable, purchase orders, cash receipts, business licenses, utility billing, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance
- Provide assistance in the development of the annual budget; assist in the review and validation of the annual budget; create a variety of spreadsheets, documents, and graphs; assist in preparing the final budget
- Collecting, Interpreting and reviewing financial information

- Reconciliation of federal dues, Treasury balances and Bank balances
- Prepared company accounts and tax returns for audit
- E-filing of Federal dues
- Stock verification and framing reports
- Supervising A/R department and ensure company policy is adhered to and payment deadlines are met, also negotiate and settle non-payment disputes with clients efficiently
- Prepare a variety of monthly, periodic, and annual financial reports and account summaries; prepare audit reports, Tax calculations and E-filing of returns.
- Assist in preparation of year end closings and accompanying financial reports.
- Participate in the year-end audit; compile and prepare supporting schedules, work papers, financial reports, as per the Auditing Standards
- Align all financial and accounting activities with regulations of AS
- Organized the tax related functions as a separate entity and delegated all research and analysis work to tax functions
- RoC & LLP compliance related filing, E –filing of annual returns, Income tax E-filing
- MIS reports

KNOWLEDGE & ABILITY :

- Operations, services and activities of a general accounting program.
- Principles and practices of accounting and auditing.
- Audit and audit procedures.
- Prepare and maintain financial statements, records and reports with utmost accuracy.
- Maintain efficient and effective financial systems and procedures.
- Methods and techniques of analyzing general ledgers and preparing journal entries.
- Generally Accepted Accounting Principles.
- Principles of municipal budget preparation and control.
- Methods and techniques of preparing financial reports and statements.
- Principles and practices of financial record keeping and reporting.
- Principles of business report preparation.
- Pertinent federal, state and local codes, laws and regulations.

COMPUTER SKILLS:

- Well versed with MS office (MS Word, MS Excel, MS powerpoint)
- Has an experience over five years in working with Tally.ERP
- Can handle Winman.ERP Software
- Operating Systems – Windows, Linux, Ubuntu

PERSONAL INFORMATION:

Date of Birth	: 12-12-1991
Father's Name	: Aslam Aboobacker
Nationality	: Indian
Passport Number	: P0813350
Place of Issue	: Cochin, Kerala
Languages Known	: English & Indian languages

DECLARATION:

I hereby declare that all details furnished above are true to the best of my knowledge and belief

Adhil Aslam