

AAKIFAH ASLAM NAKHWA**AGE:** 24 years**DOB:** 27th October 1998**ADDRESS:** Mumbai, India**EMAIL:** aakifah.aslam22@gmail.com**MOBILE:** +91 8291242315**SUMMARY:**

High performing Accounts Assistant with a passion for Finance. About 4 years of experience resulting in positive organizational outcomes through practiced learning. Confident in ability to collaborate with cross-functional teams to solve complex high-stake problems. Committed to continuous improvement and contributing to team success.

ACADEMIC QUALIFICATIONS:

<u>Course</u>	<u>Name of Institution</u>	<u>Year</u>	<u>Result</u>
CA Intermediate – Direct Entry	Institute of Chartered Accountants of India (ICAI)	2020, 2021, 2022	Attempted, but not cleared
Bachelors in Accounting & Finance (BAF)	Royal College of Arts, Science and Commerce (Mira Road)	2016 - 2019	Passed with average SGPI of 8.93 and 'A' Grade
CBSE 12th	Sharjah Indian School, UAE	2016	74%
CBSE 10th	Sharjah Indian School, UAE	2014	CGPA - 8.6

EMPLOYMENT DETAILS:**COMPANY:** Paharia & Associates**DESIGNATION:** Accounts Assistant**WORK PERIOD:** 4 years**DESCRIPTION:**

- As an accounts assistant I learned various aspects of the practical world of Accountancy and Taxation. I started out with theoretical knowledge about accounts, taxation, and GST but this job really helped me grasp on how the finance aspect of it functions. At my work place I was responsible for working on multiple assignments throughout the year which included the following tasks:
 - Maintain and update monthly, quarterly, and yearly bookkeeping activities for the assigned clients.
 - Tracking & Managing Account payables, Account Receivables, Accruals & operating the bank accounts.
 - Submissions with income tax authority w.r.t or scrutiny assessments, reassessments.
 - Maintaining all the Invoices, Vendor Bills, etc needed for audit and reconciliation purposes.
 - Submission of tax assessment files as and when notified by the Govt. authorities.
 - Maintaining all Direct & Indirect Tax related reconciliation for Tax Audit & GST Audit.
 - Preparation of periodic GST updates for Clients; Any other work/assignment related to GST
 - Handle day to day Accounting matters.
 - Contribute towards finalization of accounts and closure of books.
 - Legal and government compliances for services related exports to USA-based companies.

PROJECTS:**GST Audits:**

Preparation of digital and physical file for the tax assessment on the demand of GST Department which included the following:

- Checking of filed returns and reconciliation with client records and government records.
- Concurrence of GSTR -1, GSTR 3-B and GSTR – 9.
- Retribution of TDS payments, tax paid and payable and tax credits.
- Reconciliation of accounts payable and receivable in the books of the client and as per bank statements.
- Compiling data of ITC (Input Tax Credit) availed and actual allowable as per GST Law.
- Reconciling journal entries, purchases, sales and debit/credit notes and creating report for same.
- Computation of of ITC to be reversed, if any.
- Accountability of unauthorized credit, unrecorded transactions, missed entries.
- Computation of tax provisions, deferred tax workings, advance tax workings.

TECHNICAL PROFILE:**Applications & packages:**

- Tally ERP 9
- Tally Prime
- Microsoft Office
- Cleartax
- Spectrum

Personality Skills:

- Excellent interpersonal and communication skills
- Ability to conduct oneself professional manner related to all client communications
- Hard working attitude with positive intellect
- Excellent quantitative, analytical, written, and presentation skills
- Strong desire to continuously learn
- Self-confidence and great patience
- Computer and technical literacy
- Fluent in writing and speaking English
- Proficiency in using the internet as a resource
- Timely completion of duties as assigned

HOBBIES:

- Watching movies
- Reading novels and books

I hereby declare that all the information provided above is of the truest of my knowledge.



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