

AJMAL PASHA



Degree B.COM (Accounts and Taxation)

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CAREER OBJECTIVE

To obtain a good position in an organization which provides opportunities to improve my skills and knowledge while contributing to the symbolic growth of the organization by utilizing my abilities.

CORE SKILLS

PROFESSIONAL

Auditor Assistant at **MM & Co Auditor
& Tax Consultants**

IT

MS-Office
MS –Excel
MS – Power Point
Tally.ERP 9

PROFESSIONAL EXPERIENCE

MM & Co Auditor & Tax Consultants **Auditor Assistant – 3 years**

Job Responsibilities:

- › Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- › Review and recommend changes in internal audit controls.
- › Answer telephones and respond to queries of proprietors.
- › Guiding the proprietors in filing GST, TDS, Income tax and other tax consultations.
- › Gather and store firms Sales and purchase bills for records.
- › Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- › Ensure proper records handling and fast GST payment responses by entering data accurately and promptly.
- › Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- › Review, assess and recommend changes in accounting systems and controls of a business unit.
- › Research and resolve client questions or issues.
- › Check, inspect and reconcile bank deposits and payments.
- › Check all accounting and clients' databases are updated and functioning properly.
- › Study, inspect and assess, budgets, balance sheets and other related financial statements and records.

EDUCATION :-

- › **Master of Business Administration, KSOU – Pursuing**
- › **Bachelor's Degree in COMMERCE, BGS College (Mysore University), 2017 – 64%**
- › **Pre-University, ST. Mary's Composite PU College, 2013 – 69%**
- › **SSLC, ST. Mary's High School, 2011 - 61%**

STRENGTHS:-

- ❖ My ability to gel with people and adjust to situations makes me confident of being able to deliver value to your organization & to synthesize my theoretical experience into the Practical one.
- ❖ Team Player
- ❖ Decision Making
- ❖ Self-Motivated
- ❖ Good in Handling Clients

PERSONAL DOSSIER:-

- › **Father's Name:** Amjad Pasha
- › **Date of Birth:** 26th Feb 1996
- › **Languages Known:** English, Hindi, Kannada & Urdu
- › **Marital Status:** Single

DECLARATION:

I declare that the information and facts here in above stated are true and correct to the best of my knowledge and belief.

Place: Mysore

(AJMAL PASHA)

Date:



