

# MOHD SHANU

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## Objective

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A highly motivated Finance graduate who is able to provide key analytical support to company, ambitious and looking forward to playing a vital role in decision-making and adding significant value to a business, and enhance my knowledge and skill to be a valued employee in the organization.

## Professional Experience:

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### Financial Analyst

05/2018 to Current

#### Aptara Corp - A-37, Sector-60, Noida, Uttar Pradesh 201301

- Quarterly and Monthly Financial reports (10-K, 10-Q, 8-K)
- Detailed analysis of financial statements and disclosures to make Financial Reporting of 10-Q, 10-K, 8-K, statements, interactive for the various internal and external purposes.
- Handling queries of the clients on a regular basis, if any.
- Analysis of Financial statements –balance sheets, income statement cash flow statement and shareholder's equity- and financial notes provided in the client supplied pro-forma draft, to prepare financial statements based on US GAAP.
- Analyze complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes

### CMA Industrial Trainee

04/2016 to 4/2017

#### Bharat Heavy Electricals Limited (BHEL) – PS-PEM, Noida sector 16A, India

- Checking of invoices of travel expenses and passing Journal Entries.
- Preparation of **inter-unit accounts** and its **reconciliation statements**.
- Updated the **fixed assets register** on monthly basis.
- Assisted in preparation of **daily cash report**.
- Preparation of **Debtors report** and **Turnover Declaration report**.
- Assisted in Internal Audit, Government and Statutory Audit.
- Assisted in preparation of **final accounts** (i.e. Trial Balance, P&L Account and Balance Sheets).
- Assisted in preparation in **MIR report**.
- Assisted in preparation of **Budget** and **Mid-Year Review format**.
- Assisted in preparation of **Quarterly Limited Review format**.

## Areas of expertise:

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- Finance and Accounts.
- Analyzing Financial Statement
- Excel and tally

### **Educational Background:**

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<b>CMA Inter</b>	<b>2015</b>
Institute of cost and management Accountant of India	

<b>B.Com, Commerce</b>	<b>2015</b>
Delhi University, Delhi, India	

### **Key skills and competencies**

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#### **Computer Skills**

- Good IT skills including Microsoft Office - Word, PowerPoint, Outlook
- Advance Excel skills.
- Tally

#### **Personal**

- Excellent people skills, leadership skills and customer focus.
- Good communication skills.
- A proactive approach to problem solving.
- Having a creative, analytical, practical and thorough approach to resolving issues.

### **CERTIFICATION**

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- Certification in MS Excel

### **Personal details**

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Date of birth	-	01 Nov, 1994
Father's Name	-	Fassiuddin
Mother's Name	-	Munisha
Address	-	H.No- 412, Block 18, Trilok Puri, East Delhi, Delhi-110091
Mobile No.	-	+91-8285916547
Email id	-	mshanu582@gmail.com

### **Declaration**

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I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Place:

Date:

(Mohd Shanu)