



CA MAROOF AHMED

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 : maroof.ahmed7503@gmail.com

Academic Qualifications:

- Cleared CA Finals in July-21 with exemption in FR & SFM.
- Graduated B.com(H) from Delhi University and scored 56%.
- Cleared 12th (CBSE BOARD) with 85%.
- Cleared 10th (CBSE BOARD) with 86%.

Extra Curriculum:

- Attended Orientation Programme conducted by ICAI for CA IPCC Students.
- Attended GMCS-1 conducted by ICAI for CA IPCC Students.
- Attended (AICITSS) MCS conducted by ICAI for CA Final Students.

Key Skills :

- Well versed with MS Office suite including Word, Excel and PowerPoint.
- Knowledge of Software say Tally, Computax.
- Completed Advanced (AICITSS) ITT Course.
- Completed Advanced Information Technology Training Course.

Personal Details:

- Father's Name : Mr. Firoz Ahmad
- D.O.B : 26.08.1992
- Linguistic Proficiency: English and Hindi
- Hobbies: listening music, Travelling

Work Experience

Audit Assistant(Freelancer): Jan'21-Mar'21

Ajay K Agarwal & Associates, New Delhi

- Stock Audit Assignment Handled: IFFCO BAZAAR Limited (Fertilizer)
- GST Audit

Account Executive:

E2E Research Services Pvt Ltd

Apr'16 - Jan'20

- Overseeing the **finalization of Books of Accounts**, Journal, Ledger & Trial Balance and preparation of **Financial as per IGAAP**.
- Preparing and presenting various **MIS reports** to management.
- Calculating **ITC** available and **reconcile with 2A &** preparing and filing **GSTR-1, 3B Returns**.
- Preparing & filing **TDS Returns** on timely basis & making replies and objection to various Notices of Department.
- Managing Debtors including timely realization. Monitoring Debtors with agewise outstanding providing suitable reports to Operations Dept. for fast recovery.
- Managing the **employee register** of more than 150 employees and calculating and making the timely payment of salary & wages. Preparing & filing **EPF and ESI Returns** on timely basis. Calculating & Deducting TDS from Salary and filing returns on due time.
- Raising invoices for **Domestic & Foreign Clients** in **multi currency**.
- Preparing **Form 15CA & arranging Form 15CB** for making foreign payment.

Article Assistant :

Om Prakash & Associates, New Delhi

Jan'13- Jan'16

Roles and Responsibilities

- Statutory Audit & Tax Audit of Divine Agro Industries Ltd, Synergy Infotech Pvt Ltd, Durga Buildwell Pvt Ltd, Wave Homes Pvt Ltd
- Drafting Balance sheet, Filing of TDS returns and maintenance of Books of Accounts of various clients.
- Dvat , Service Tax –Return Filing & Assessment Procedures
- Preparation & E-Filing of Tax Audit, Income Tax & TDS Returns of Individuals, Partnership Firms & Companies